MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Tucson, Arizona; February 20-24, 1990

Tuesday, February 20: 2:00-6:00 PM; Wednesday, February 21: 9:00-12:00, 1:00-4:40 PM; Saturday, February 24: 8:00-9:35 PM.


I. Recording secretary's report.

The minutes of the meeting of September 22-24 1989 (New Orleans) were approved with the following corrections:

MOTION
p.3, III.5: the word "e-mail" in line 9 was not clearly reproduced.

p.4, V.2.a: change second sentence to read, "Griscom and Papakhian were suggested as individuals to serve on this search committee..."}

p.5, VII.A.2 (line 2): "Discussion took place concerning the committee's charge, the dual nature of its responsibilities (i.e., continuing education for librarians, as well as educating people to become music librarians)..."

p.7, VII.A.5.a (paragraph 2): delete phrase "and the Finance Committee".

p.10, IX.C (last sentence): "Papakhian will see that Olson receives on a regular basis 20 copies of the newsletter..."

II. Treasurer's report. Sherry Vellucci.


2. The following comparisons between the 1988/1989 and 1989/1990 second quarter operating budgets were presented:

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<tr>
<td>Income</td>
<td>$163,465</td>
<td>$166,262</td>
<td>+ $ 2,797</td>
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<td>Expenditures</td>
<td>$ 83,039</td>
<td>$ 87,229</td>
<td>+ $ 4,190</td>
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<td>$294,829</td>
<td>$352,811</td>
<td>+ $57,982</td>
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3. In the second quarter 1989/1990 budget report, supplemental income stands at $5,590, a decrease of $980 from the figure of a year ago.
4. Highlights of summary budget report, third quarter-to-date, 1989/1990:
   a. Dues and sales income continue to increase at normal rates. Convention income as of 2/13/90 is 92.1% of the figure projected in the convention budget; workshop income stands at 100.6%.
   b. Expenditures are as anticipated, with no surprises.
   c. Among supplemental income ($1,942.51) is included a contribution to MLA of $1,000.

5. In October $40,000 was transferred from the checking account to the Calvert money market fund.

6. Total value of the Calvert investment accounts was $276,449.70 as of 12/31/89.

7. Expendable income in the awards budget is $1,411 as of 12/89; it is projected that $3,200 will be expendable by June 1990 ($1,350 over budgeted expenditures).

III. Executive secretary's report. Ralph Papakhian.

Papakhian distributed to board members a report on the 1989 election results; the administrative structure document (2/25/90); addresses and phone numbers of board of directors, officers, and editors; documents pertaining to MLA growth; a publications inventory report for 1989; and a sample page of entries from the forthcoming membership directory. New and continuing board members received a supply of stationery. Vellucci reminded the board to use her home address rather than the one listed on the stationery.

1. MLA 1989 election results: Don L. Roberts was elected vice-president/president-elect; Nancy B. Nuzzo was elected recording secretary; new members-at-large are Joseph Boonin, Joan Swanekamp, and Ross Wood. The executive secretary received 287 eligible ballots, as compared with 217 in 1988. In the future Papakhian will remind Academic Services that the contract specifies that the convention mailing with the ballot is to be sent air mail to all overseas members.

2. Administrative structure. The board asked Papakhian to continue the practice of producing a separate list of addresses and phone numbers of officers and board members in addition to the larger document with full administrative structure. Any corrections of typographical errors or address/phone number changes should be sent to Papakhian as soon as possible. It was also noted that changes in committee structure must be submitted to the president, who subsequently notifies the executive secretary of changes in the administrative structure document. A revised document will be issued with the June board minutes.

3. Membership:
   a. Papakhian noted that the membership/subscription base is fairly stable, although a slight downward trend is still present (down 18 members/subscribers since last year). As of January 1990, MLA has a total of 2,868 members and subscribers. Dankner noted that information as to MLA growth may be of interest to the chair of the Development Committee.
   b. Board members expressed the opinion that the procedure to contact unpaid members prior to dropping them from the list of active MLA members is worth continuing (at least for regular members, on a selective basis). Papakhian may exercise discretion (i.e., it is not always necessary to follow up with retirees and/or dropped student members).
c. Forty-five new members have been added since the New Orleans board meeting.

d. Papakhian will contact Academic Services to try to resolve the problem of distinguishing sustaining members from contributors when checks are sent in with dues statements.

4. Publications.

a. About 429 brochures/application cards have been distributed since the New Orleans board meeting.

b. The 1990 directory will be distributed in March or April, incorporating address changes received up until copy is produced for printing. Board members preferred the sample utilizing lower- as well as upper-case type better than the all-caps style of the previous directory.

c. Inventory report. Technical reports 16 and 17 were issued in 1989. Inventory control of surplus Notes copies is being handled well, according to established guidelines.

d. Notes issues 46/1 and 46/2 have been deposited for copyright. The music cataloging decisions compilation and index volume are forthcoming.

5. Handbook. 115 copies were mailed to principal members of the administrative structure.

6. The award list for 1989 was sent to Bowker for annual publication.

7. Academic Services matters. The convention mailing went smoothly except for a minor problem with hotel cards, and the fact that air mail was not utilized for overseas members. Sales reports are being forwarded regularly according to contract specifications.

8. The MLA-L bitnet/e-mail distribution service which was implemented on a trial basis at Indiana University is still continuing, with nearly 190 subscribers. Papakhian has not yet received a response about file serving and database storage.

Sommer thanked Papakhian for his detailed report.

IV. Past President's report. Lenore Coral.

1. Coral reported that each chapter has now been issued a federal employee identification number (FEIN), and that the national organization will request from IRS a blanket tax-exempt status designation for all chapters. Roberts and/or Vellucci will see to it that this process is completed. It was noted that the tax-exempt status applies only at the federal level, and does not confer exemption from state or local taxes.

2. The following requests have been received for financial assistance to chapters:

a. Midwest Chapter: $250 to finish preparation of a directory of libraries with significant music holdings in nine midwestern states (fiscal year 1989/1990)

b. Northern and Southern California Chapters (to be shared equally): $500 to assist with initial costs of gathering information for a directory of music collections in California (fiscal year 1989/90)
c. Northern and Southern California Chapters (to be shared equally): $1,000 to cover production costs for the directory of music collections in California and for a history of MLA in California (fiscal year 1990/1991)

Griscom moved that the board entertain both proposals for assistance from the 1989/1990 budget [i.e., items (a) and (b) only]. The motion was seconded and passed unanimously. Checks will be presented at the annual chapter officers' breakfast on Friday, February 23. Coral and/or Don Roberts will see to it that the California chapters utilize the standard form of directory questionnaire, as modified by the Midwest Chapter. Coral recommended postponing consideration of the 1990/1991 request [item (c)] until the budget for that fiscal year is developed. It was also noted that the budget of the California chapters' request for 1990/1991 needs clarification in some details. General discussion followed on the topic of funding production costs of chapter publications.

V. President's report. Susan Sommer.

1. Sommer reported that many actions noted as being the president's responsibility in Appendix 2 of the board minutes of September, 1989 have now been completed, including committee appointments; communications with committee chairs, editors, and chapters; contract negotiations with Academic Services; fundraising activity; and other miscellaneous matters.

2. Positive comments have been received concerning the idea of presidential candidates' providing brief position statements for the MLA ballot. Board members expressed the opinion that this practice should be continued. Discussion will follow at the September board meeting as to the possibility of similar brief statements being provided by nominees for members-at-large (possibly statements of professional interests rather than platform statements).

3. Sommer asked for comments from board members concerning the usefulness of MLA having designated an exclusive agency for travel arrangements for the 1990 convention in Tucson. It was noted that this practice need not be continued each year.

4. A contract has been signed with Stouffer for hotel accommodations for the 1992 convention in Baltimore.

5. New board members' responsibilities: Joan Swanekamp, assistant fiscal officer; Joe Boonin, assistant parliamentarian; Ross Wood will assist Nina Davis-Millis in the compilation of committee reports.

6. Meetings have been held with James Henderson of Academic Services to relay board comments and negotiate a new contract. (The present contract expires June 30, 1990). Coral will send to Papakhian a machine-readable copy of the contract, for revision and formal preparation; the new contract will then be forwarded to Henderson and Sommer for their signatures.

7. Papakhian will receive a list from Academic Services of all MLA members who have been dropped from the membership rolls since 1985. Sommer may ask for assistance in studying this list to see if any particular pattern emerges. This should be done prior to any large-scale mailings to related organizations soliciting new members.
VI. Parliamentarian's report. Diane Parr Walker.

A diskette containing the official text of the MLA handbook has been turned over to the incoming parliamentarian. A replacement section on awards has been prepared to incorporate name changes. New handbook sections will be distributed whenever significant changes warrant doing so; the executive secretary and parliamentarians will confer as to details of handbook distribution.

VII. Committees.

A. Standing Committees.

1. Development.

a. Brochures. The board had an opportunity to review Development Committee chair Geraldine Ostrove's preliminary draft (1/9/90) of a proposed new fundraising brochure, as well as a draft (2/13/90) of the revised text of the brochure entitled "Music Librarianship - Is It for You?". Board members are encouraged to forward comments to Ostrove concerning proposed revisions, particularly in the latter document; Ostrove is in the process of incorporating substantial changes into the text of the fundraising brochure.

Board members are of the opinion that the general tone of the brochure entitled "Music Librarianship - Is It for You?" must be positive and unintimidating. Sommer or someone delegated by Sommer will go over the text in detail with Ostrove. It was suggested that reverse chronological order be utilized in the bibliography. Several board members expressed appreciation for Ostrove's excellent work on these projects, and asked that she be commended for her efforts. Dankner will inform the Education Committee that a revision of the "Music Librarianship - Is It for You?" brochure is underway.

b. Special gift endowment fund. At the first board session Sommer announced that a substantial gift has been received by the association; she has pledges of several additional sizeable contributions to MLA. During the conference Sommer planned to suggest to the Development Committee that a special fund be established toward which such substantial donations might be directed. The Finance Committee drafted a motion to this effect, to be presented to the board after discussion by members of the Development Committee later in the week.

c. Sommer will schedule time at the June board meeting for strategic planning; e.g., directions for utilizing MLA funds. Board members are asked to give this matter careful consideration.

d. On Saturday evening, after having met with members of the Development Committee, Coral reported on several suggestions proposed by Membership Subcommittee chair Paula Matthews and other individuals:

(1) Established music librarians might take steps to serve as mentors at conferences for first-time attendees;

(2) Conference travel grants might be made available for library school students, perhaps as matching grants to funds contributed by library schools;

(3) When students join MLA, they should be sent a special brochure describing the association's placement service.

Board members reacted favorably to these suggestions. Matthews will approach the board later concerning the travel grant idea. Pending development of a new brochure, Papakhian will send to new student members copies of an existing document describing the placement service.
2. Education.

a. Laura Dankner will chair the Education Committee and will develop a plan for its reorganization. The present committee will continue to serve until the conclusion of the Tucson meeting.

b. A draft of a new (February 1990) "Directory of Library School Offerings in Music Librarianship", compiled by Elaine C. Breach, was examined by the board. Discussion ensued as to how the directory might be publicized and distributed at low cost to requestors. Further discussion by the board and by the next Education Committee is needed as to publicity, method and frequency of updating, and responsibility for maintaining the text on diskette. Coral expressed a desire that directory information in all cases be current as of 1990.


Griscom reported that in meetings on February 19-20 the committee had heard a detailed report from the treasurer, recommended the appointment of Maxey Mayo to the Investments Subcommittee, and discussed matters relating to fund accounting, endowment development, and financial planning. The Finance Committee considers the responsibility for strategic budgetary planning to lie with the MLA board as a whole.

On February 21 Griscom presented the following motions, as drawn up by the Finance Committee and emended in the board meeting:

(1) Motion to approve $75.00 overage in line 7.15 (US-RILM Office). (Approved unanimously).

(2) Motion to approve $561.97 carryover from FY 1988/1989 for reimbursement of travel by James Kendrick to the Cleveland meeting. (Approved unanimously).

(3) Motion that MLA reserve an amount equal to 60% of the operating budget in the Calvert Managed Growth Fund as a reserve. Funds exceeding that amount in the Growth Fund, with the exception of those in special endowments, may be used for projects designated by the board. The Managed Growth Fund figure will be based on the close of the previous fiscal year, and the operating budget figure will be based on the current fiscal year. (Approved unanimously).

On February 24 Griscom presented the following motion:

(4) Motion that MLA establish a special gift endowment fund. The minimum contribution for this fund for donor tracking would be $1,000. With a single or cumulative gift of a minimum of $10,000, the donor may designate the use of the earnings from the gift, subject to board approval. The minimum amounts would be reviewed periodically by the Finance Committee. (Approved unanimously).

Sommer will discuss the new MLA special gift endowment fund with potential donors. In clarification, it was stated that the MLA board would refuse donations if purposes or stipulations attached to the gifts were not in compliance with the mission of the organization or the best judgment of its board members.
For the Investments Subcommittee, Robert Follet reported to Griscom that return rate figures for the Calvert Managed Growth Fund are 17.6% (1 year), 39.4% (3 years), and approximately 101% (5 years); these figures are well above the average cumulative inflation rate (12-13%).

The Investments Subcommittee has requested that its structure and the policy of rotating its chair be reexamined. Ideally, among members of this subcommittee, there should be MLA board experience as well as knowledge of investment strategy.

It was proposed that a formal document be drawn up describing MLA investment policies. It was suggested further that the list of investment goals drawn up by an earlier Investments Subcommittee be studied in this regard.

Sommer thanked Griscom for his report and for his able service to MLA as fiscal officer.

4. Program.


A document was distributed to the board summarizing the current state of local arrangements and outlining how plans are progressing for five plenary sessions.

Among comments and suggestions from board members concerning local arrangements:

- Sommer will contact local arrangements chair Anna Thompson concerning the proposed banquet theme and about banquet plans generally (at a later session of the board Sommer was asked to impress upon local arrangements committees the necessity for careful logistical planning as to moving individuals in and out of the banquet area and insuring that they are served in a timely manner).

- Extra concert tickets should be made available for purchase by spouses and guests of registrants.

- It may be preferable to schedule local systems user group meetings at 8:00 PM rather than 7:30 PM.

Among comments and suggestions concerning the plenary sessions:

- Music Printing: Discussion took place concerning the definition of the term "music printing", as applied to the topics included in the first plenary session. The board did not agree upon an alternative title and concluded that the word "printing" may be utilized here as a generic term for all aspects of music production.

- Ephemera: Since the term "ephemera" is hard to define and potentially misleading, the title of this session might well be constructed to reflect the scope of materials covered, especially if western art music is to be excluded. A question was raised as to whether three "fan/collectors" are needed for this session. The session should be clearly focused, with ample time for discussion.

- Collection Assessment: Gottlieb noted that this will be an informational session aimed at many kinds of libraries; a more clearly-defined description will be provided in a forthcoming report. Sommer informed the board that she had just received a memo from John Roberts concerning additional plans for this session.
- Panel discussion on commissioning/Meet the Composer: This idea met with the unqualified approval of the board. It was suggested that presenters might take note of the past history of music commissioning by MLA and its chapters.

- Videos in the Music Library: The session should include selection as well as acquisitions, and cover different formats of video materials.

Because of scheduling difficulties, the board does not recommend having a sixth plenary session. Sommer noted that attention must be given soon to space allocation and equipment requests.


Board members are more favorably disposed now than previously to the idea of having a session on ethics. This idea will be referred to the Social Responsibilities Roundtable as well as to Beth Christensen, program chair for the Baltimore conference.

As to other matters concerning future conferences: Sommer will be in touch soon with MOUG concerning future meeting sites and dates, and relay pertinent information to Christine Hoffman. Papakhian noted that "half plenaries" [i.e., two concurrent events] might be considered as a possible alternative to full plenary sessions. Sommer noted that Sunday mornings would be a possibility for committee meetings or board meetings; it would be wise if conference headquarters hotels were to insure that a few rooms would be available on Sunday mornings for last-minute scheduling.

5. Publications.

a. Sommer relayed to the board the following recommendations from the Publications Committee:

(1) The Publications Committee recommends that three numbers in the Technical Reports series be declared "out of print", and the remaining copies offered to the authors:

SLACC, the Partial Use of the Shelf List as Classed Catalog, by Donald Seibert (1973)


Coral moved that the board accept this recommendation of the Publications Committee. The motion was seconded and carried.

(2) The Publications Committee recommends that the abbreviated version of the Administrative Structure (i.e., minus addresses and phone numbers) appear in the September issue of Notes, that the complete version be printed annually in the directory in late winter/early spring, and that changes be documented in the newsletter.

Griscom moved that the board accept this recommendation of the Publications Committee. The motion was seconded and carried. Papakhian noted that this decision has budgetary implications.

In addition, Sommer reported that the Publications Committee has requested that a letter be sent to Henriette Avram encouraging the timely granting of permission for MLA to publish the cumulated Music Cataloging Decisions.
Sommer will suggest that Betsy Gamble draft the text of this letter for Sommer to draw up and sign. Immediately prior to posting the letter, Sommer will check again with Gamble to ascertain whether she has heard any further information from the Library of Congress.


Ochs' report of 2/18/90 was distributed to the board, with a five-year statistical summary of pagination and publication charges, personnel changes, production matters, and future plans. A committee, consisting of Christine Hoffman, David Knapp, and Richard LeSueur, has been appointed to examine the "Index to CD Reviews"; report on its readership, use, and duplication by other sources; and make appropriate recommendations. Board members were urged to contact any of these three individuals if they have opinions on this matter. Sommer noted that Ochs' report contains good news, both in respect to frugal budgeting as well as the appointment of outstanding personnel. Several ideas were proposed in respect to attracting quality articles for submission to Notes. Ochs emphasized that the once-prevalent notion that technical articles are not considered for publication in Notes is a misconception.

B. Special Committees.

1. Ad hoc Committee on the 60th Anniversary.

Bruce Adolphe has completed a composition of approximately 12 minutes' duration for presentation at the 1991 conference in Indianapolis, and has received the first half of his honorarium. Plans for the concert are progressing well. Adolphe will be present at the 1991 conference, where he will be available to comment and answer questions concerning this work. If the piece is to be published subsequently, the publication will include a statement that the work was commissioned by the Music Library Association. Anna Thompson may wish to contact NPR or other organizations and agencies concerning future publicity.

2. Ad hoc Committee on MLA Midcareer Awards. Lenore Coral.

A memo had been distributed earlier from committee chair Coral proposing the establishment of a "Music Library Association Distinguished Service Award". Discussion centered upon definition of distinguished service, amount of monetary award, and the distinction between this award and the MLA Citation which honors lifetime achievement.

Griscom moved that a Distinguished Service Award be established, as defined under the section labelled "scope" in Coral's memo of 1/24/90. The motion was seconded. Griscom amended his motion to the effect that a parenthetical phrase in the "scope" paragraph would be deleted. The amendment was seconded. The "scope" statement, as amended, is as follows:

Scope: The award would be presented for extraordinary service to the profession of music librarianship over a relatively short period of time (e.g. 3 to 5 years). Service to the profession would not exclude service to the Association. The award would be presented for a particular accomplishment as distinct from one's lifetime achievement. Similarly, the focus would be on quality of service rather than length of service. Nominees must have been members of the association for at least five years. Past recipients of the award must wait five years before they are again eligible for it.
The original motion, as amended, passed unanimously.

Sommer appointed a committee consisting of Gordon Theil and Nina Davis-Millis to develop specific procedures and submit recommendations to the board at its June meeting. It was emphasized that the creation of the Distinguished Service Award did not preclude the establishment in the future of additional achievement awards or various types of incentive awards, such as research grants, scholarships, etc.

Theil moved that a monetary amount of $1,000 be attached to this motion award. The motion was seconded. Griscom proposed an amendment to the motion striking the specific amount. The amendment was seconded. The original motion, as amended, did not carry.

After discussion concerning the relationship of the Distinguished Service Award to the MLA Citation, Davis-Millis moved that any monetary award which may be attached to citations would not be less than that attached to the newly-created Distinguished Service Award. The motion was seconded and subsequently defeated.

3. Administration. Sommer reported on recent changes in committee and subcommittee membership. The Personnel Subcommittee, with input from the Statistics Subcommittee, will examine the possibility of collecting demographic information about MLA members, with a view toward developing a membership profile.

4. Awards.

a. Publication prizes. A report was received from Publications Subcommittee chair Thomas Heck. Theil moved that the report and recommendations of the Publications Subcommittee be accepted, with the choice of option A for the Vincent H. Duckles Award [i.e., two publications would share the award]. The motion was seconded and carried unanimously. Awards are as follows:


3. The Vincent H. Duckles Award for the best bibliography or other research tool in music published in 1988: the award is shared this year between two outstanding and equally noteworthy publications, each of which makes a unique contribution to music bibliography:

   1. The Dictionnaire des éditeurs de musique français, vol.II (covering the years 1820 to 1914), by Anik Devriès and François Lesure (Editions Minkoff, 1988).

b. Walter Gerboth Award. A report was received from committee chair Linda Solow Blotner recommending that an award of $1,000 be granted to David Hunter in support of his project, Opera and Song Books Published in England, 1703-1726. Coral moved that the report and recommendation be accepted. The motion was seconded and carried unanimously.

5. Legislation Committee. Under newly-appointed chair Mary Davidson, a major thrust of activity will be the preparation of a booklet for music librarians concerning various legal issues pertinent to the profession of music librarianship.

6. Nominating Committee. Sommer shared with board members a letter received from citation recipient Nicolas Slonimsky expressing his appreciation of having been awarded this honor.

7. Preservation Committee.

Sommer announced that John Shepard has agreed to chair this committee. Its subcommittee on sound recordings has been quite active. Several national trends and developments were discussed, including a proposed invitational seminar to study intellectual priorities in the preservation of sound recordings, as well as the growing use of acid-free paper by book and music publishers. On these preservation concerns, Coral commented that librarians need to consider what kind of bibliographic access should be provided to whatever sound recordings are ultimately designated for preservation; and that music librarians need to work in the international arena to encourage the use of acid-free paper. Boonin noted that small publishers need particular encouragement in this regard. To complement the efforts of the MLA Preservation Committee, individual music librarians should write to publishers to express their concerns. Coral will forward copies of the NISO brochure on acid-free paper to Sommer for distribution to interested individuals.

8. Reference and Public Service Committee. Sommer summarized for board members the structure and activities of this committee and of its several subunits. Judy Tsou has agreed to assume the position of chair, while continuing to work with the Bibliographic Standards for Reference Works Subcommittee.


Marion Taylor has requested final approval to send a questionnaire regarding resource sharing to approximately 100 U.S. music libraries. The board had seen and approved an earlier version, but had asked to see the final product incorporating suggested changes. Noting that the requested changes had been made, Coral moved for approval of this version, and that the committee be encouraged to send out the questionnaire as planned. The motion was seconded and approved. It was suggested that question marks be added to interrogatory statements, that instructions regarding the definition of "volumes" (question 3) be added to the instructions, and that a typographical error be corrected in question 7 (change "effect" to "affect").

10. Search committees.


Druesedow thanked the other members of his committee, Richard Smiraglia and Richard Griscom. After interviewing four individuals, the committee decided unanimously to recommend the appointment of Diane Walker.
In the event Walker cannot accept or withdraws, the search committee would
agree to meet again. Coral moved that the board accept the report MOTION
and recommendation of the search committee. The motion was seconded and
passed unanimously. Druesedow will contact unsuccessful candidates. The
board thanked Druesedow and his committee for an outstanding job. Sommer noted
that MLA is fortunate to have had several strong candidates for this position.

b. Index Series editor. Lenore Coral.

Coral reported that five candidates had been considered and two
interviewed. The committee decided unanimously to recommend that the position
be offered to Deborah Campana, who would bring experience, energy, and
innovative ideas to the job. Theil moved that the board accept the report MOTION
and recommendation of the search committee. The motion was seconded and
passed unanimously. Coral will contact all candidates. Coral thanked
committee members Nancy Nuzzo and Linda Blotner. Davis-Millis expressed
appreciation to Coral for her work as chair. Sommer noted that both search
committees have made excellent recommendations. Michael Fling, who was
present as a guest during part of the Saturday evening board meeting, was
thanked for his many years of editorial service to MLA.

VIII. Roundtables.

Sommer shared with the board recent correspondence from Cindy Richardson
(coordinator of Women and Music Roundtable; letter to Sommer of 1/31/90) and
D. W. Krummel (letter to John Druesedow, coordinator of American Music Round-
table, 1/30/90). Subsequent discussion centered on defining the purposes
of roundtables and funding roundtable projects. Sommer will notify Richardson
that funds for reproducing the bibliography produced this year by the Women
and Music Roundtable may be reimbursed from convention expenses (line 10.0132).
Sommer will also suggest that serious thought be given to the overall size of
the annual bibliography, that consideration be given to the idea of producing
a multi-year cumulation which might be considered for publication in the index
series, and perhaps to submit selected annual listings to the newsletter editor.

IX. Special Officers.

A. Convention manager. Christine Hoffman

1. Indianapolis, 1991. Hoffman will visit Indianapolis this spring
to make sure arrangements are proceeding according to plan. The local arrange-
ments committee, under the direction of chair Anna Thompson, is functioning
efficiently. Fundraising is going well. Hoffman is pleased with the accom-
modations, meeting room layout, and exhibit arrangements provided by the
Hilton. A buffet breakfast will be included in the room rate ($80 single,
$95 double).

2. Baltimore, 1992. Factors that influenced the decision to sign a
contract with Stouffer include superior space considerations, smooth traffic
flow (everything is on one floor), and that the management was willing to
commit themselves to a room rate of $99 for single or double.

3. Future meetings. Several additional sites are under consideration.
Board members reacted positively to the suggestion of meeting jointly with
related professional organizations, such as the Sonneck Society, ARLIS/NA,
or ARSC.

Sommer commended Hoffman for her excellent work generally and, in par-
ticular, for her success in soliciting ads for the convention program.
Exhibitor and program advertisement income is considerably higher than the
figure projected in the current budget. Several board members expressed the
opinion that the MLA rental charge for exhibit tables is set much lower than
that for comparable organizations.
Hoffman prefers to operate for a year without an assistant convention manager. Sommer may appoint a search committee for an assistant convention manager sometime prior to the Indianapolis meeting.

B. Placement.

Placement officer Paula Matthews will be out of the country for six months during the latter half of this year. Patricia Fisken will assume the duties of placement officer for the period of July through December 1990, and receive two quarters of honorarium for this position. Coral stressed the necessity of insuring that placement service mail is forwarded promptly to Fisken during this period.

C. Publicity.

A memo and oral report were received from Christine Hoffman concerning the MLA exhibit presence at the recent ARLIS/NA convention in New York City. Hoffman considers exchange exhibits to be a very useful approach to publicizing the work of the Music Library Association among related professional groups, and offers MLA the opportunity to benefit from the activities and experiences of others.

X. Representatives, Joint Committees, Projects.

A. ALA.

a. CCDA. A memo has been received from Jennifer Bowen, Chair of the Subcommittee on Descriptive Cataloging of the Bibliographic Control Committee, relating to CCDA meetings she attended in January 1990 as MLA liaison to CCDA. She has been appointed to the CCDA Task Force on Multiple Versions.

b. Sommer or Roberts will represent MLA in a meeting of affiliated organizations during an upcoming ALA meeting. The ALA preservation group will sponsor a program on the preservation of music materials at the summer meeting. Sommer has provided input on the development of this program; MLA will be well represented.

B. MLA/MPA. Sommer reported that MPA has prepared a new sales agency list. As approved by the Finance Committee, MLA will provide a set of mailing labels at reasonable cost. Boonin will confirm that labels have been received prior to the projected spring distribution of the new list.

C. NISO. As one of two NISO representatives to the ISO ad hoc committee on establishing an international standard music number, Coral reported on ongoing progress. A draft will be considered at an upcoming meeting of the ad hoc committee in Paris this coming May.

D. RILM. Coral reported that work is progressing according to schedule at the U.S. RILM office.

XI. New Business.

A. The next board meeting will take place June 1-3, 1990 (Finance Committee May 31 - June 1) possibly in Rochester or in the Boston area; Coral will also look into the possibility of meeting in Ithaca, New York. Wood and Swankamp will report to Sommer within the next few weeks as to accommodations, meeting rooms, and availability of equipment in their respective locales.
Boonin and Vellucci will look into the possibility of bringing portable equipment. Board members with special housing requests should contact Sommer as soon as possible. Sommer will inform the board members as to June board meeting arrangements after a site has been established.

B. On behalf of the board, Griscom thanked Coral for four years of dedicated service. Coral replied that she considered it a great honor and pleasure, and she thanked all outgoing members of the board. Roberts and Boonin expressed pleasure at joining the ranks of a hardworking, efficient, and harmonious board of directors.

C. The meeting was adjourned at 9:35 PM, February 24, 1990.

- Submitted by Jean Geil, Recording Secretary

**Appendix 1. New Policies Approved by the Board.** (None)

**Appendix 2. List of Actions to be Taken.**

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<tbody>
<tr>
<td>1. Remind Academic Services to use air mail for ballot mailing [III.1]</td>
<td>Papakhian</td>
<td>Next year's mailing</td>
</tr>
<tr>
<td>2. Send typo and/or address, phone changes to Papakhian; personnel changes for administrative structure to Sommer [III.2]</td>
<td>Everyone</td>
<td>Soon, or whenever applicable</td>
</tr>
<tr>
<td>3. Prepare revised administrative structure document [III.2]</td>
<td>Papakhian</td>
<td>June board meeting</td>
</tr>
<tr>
<td>4. Send information as to MLA growth to chair of Development Committee [III.3.a]</td>
<td>Papakhian</td>
<td>Anytime</td>
</tr>
<tr>
<td>5. Resolve problem with AS as to distinguishing sustaining memberships from gifts [III.3.d]</td>
<td>Papakhian</td>
<td>Soon</td>
</tr>
<tr>
<td>7. Complete request for tax-exempt status designation for chapters [IV.1]</td>
<td>Roberts/Vellucci</td>
<td>Whenever appropriate</td>
</tr>
<tr>
<td>8. Notify chapters as to board action on funding requests [IV.2]</td>
<td>Coral/Sommer</td>
<td>Already done?</td>
</tr>
<tr>
<td>9. Remind California to follow questionnaire as modified by Midwest [IV.2]</td>
<td>Coral/Roberts</td>
<td>Whenever appropriate</td>
</tr>
<tr>
<td>11. Consider possibility of position/interests statements for members-at-large, etc. [V.2]</td>
<td>Board</td>
<td>Sept. meeting</td>
</tr>
<tr>
<td>13. Study list of dropped members [V.7]</td>
<td>Sommer &amp; whomever</td>
<td>Whenever appropriate</td>
</tr>
<tr>
<td>Action</td>
<td>By whom</td>
<td>By when</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>14. Discuss details of handbook distribution [VI]</td>
<td>Papakhian/</td>
<td>Sometime parliamentarians</td>
</tr>
<tr>
<td>15. Forward comments to Ostrove re brochures [VII.A.1.a]</td>
<td>Anyone with</td>
<td>Soon</td>
</tr>
<tr>
<td></td>
<td>suggestions</td>
<td></td>
</tr>
<tr>
<td>16. Final version of text of &quot;...Is It for You?&quot; brochure [VII.A.1.a]</td>
<td>Sommer/</td>
<td>Whenever</td>
</tr>
<tr>
<td></td>
<td>Ostrove</td>
<td>appropriate</td>
</tr>
<tr>
<td>17. Inform Education Committee about revision of brochure [VII.A.1.a]</td>
<td>Dankner</td>
<td>Done; also new committee?</td>
</tr>
<tr>
<td>18. Establish Special gift endowment fund [VII.A.1.b, VII.A.3(4)];</td>
<td>Sommer/</td>
<td>Whenever</td>
</tr>
<tr>
<td>discuss with potential donors</td>
<td>Vellucci</td>
<td>appropriate</td>
</tr>
<tr>
<td>19. Strategic planning [VII.A.1.c]</td>
<td>Everyone</td>
<td>June board meeting</td>
</tr>
<tr>
<td>20. Develop Membership Subcomm. ideas</td>
<td>Matthews &amp;</td>
<td>Whenever</td>
</tr>
<tr>
<td></td>
<td>subcomm.</td>
<td>appropriate</td>
</tr>
<tr>
<td>21. Develop plan for reorganizing the Education Committee [VII.A.2]</td>
<td>Dankner</td>
<td>Soon</td>
</tr>
<tr>
<td>23. Consider Library School distribution details [VII.A.2.b]</td>
<td>Papakhian &amp;</td>
<td>Whenever</td>
</tr>
<tr>
<td></td>
<td>board</td>
<td>appropriate</td>
</tr>
<tr>
<td></td>
<td>Committee</td>
<td>appropriate</td>
</tr>
<tr>
<td>25. Contact Anna Thompson re 1991 conference [VII.A.4.a]</td>
<td>Sommer</td>
<td>Soon</td>
</tr>
<tr>
<td>26. Further development of 1991 program [VII.A.4.a], including space</td>
<td>Gottlieb</td>
<td>Soon</td>
</tr>
<tr>
<td>allocation and equipment requests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Refer ethics session idea to Beth Christensen and Social</td>
<td>Sommer</td>
<td>Whenever</td>
</tr>
<tr>
<td>Responsibilities Roundtable [VII.A.4.b]</td>
<td></td>
<td>appropriate</td>
</tr>
<tr>
<td>28. Contact MOUG; Christine Hoffman [VII.A.4.b]</td>
<td>Sommer</td>
<td>Whenever</td>
</tr>
<tr>
<td></td>
<td></td>
<td>appropriate</td>
</tr>
<tr>
<td>29. Anything necessary as to out-of-print Technical Reports [VII.A.5.a]</td>
<td>Sommer</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>notify Publications Comm., delete from list, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Make arrangements to put administrative structure in directory</td>
<td>Papakhian</td>
<td>Whenever</td>
</tr>
<tr>
<td>[VII.A.5.a]</td>
<td></td>
<td>appropriate</td>
</tr>
<tr>
<td></td>
<td>Sommer</td>
<td></td>
</tr>
<tr>
<td>32. Contact CD index committee with any comments [VII.A.5.c]</td>
<td>Everyone</td>
<td>Soon</td>
</tr>
<tr>
<td>33. Submit a lot of articles to <strong>Notes</strong></td>
<td>Everyone</td>
<td>Soon</td>
</tr>
<tr>
<td>34. Wrap up any commission loose ends [VII.B.1]</td>
<td>Sommer</td>
<td>Soon</td>
</tr>
</tbody>
</table>
35. Develop procedures for Distinguished Service Award; further thoughts concerning monetary matters [VII.B.2]
36. Notify publication award recipients [VII.B.4]; distribute checks
37. Invitational seminar, preservation of sound recordings [VII.B.7]
38. Forward copies of NISO brochure on acid-free paper to Sommer [VII.B.7]
39. Contact Marion Taylor re resource sharing questionnaire [VII.B.8]
40. Notify candidates for treasurer and index series editor [VII.B.10]
41. Contact Cindy Richardson concerning Women and Music bibliography [VIII]
42. Contact Sonneck Society, ARLIS/NA, other future joint meeting organizations [IX.A.3]
43. Reconsider table charge to exhibitors [IX.A.3]
44. Appoint search committee for assistant convention manager [IX.A.3]
45. Notify Matthews/Fisken of anything relevant to placement officer substitution [IX.B]
46. Liaison with ALA concerning presentation on preservation of music materials [X.A.b]
47. Labels to MPA for their spring mailing [X.B]
48. Report back to board re international standard music number deliberations [X.C]
49. Arrangements for next board meeting [XI.A]
50. Notify Sommer of any special housing requests for June board meeting [XI.A]
51. Thank outgoing chairs, appoint new ones, etc.

By whom
Theil/ Davis-Millis; & board action
Sommer/ Vellucci
Sommer & designated individuals
Coral
Sommer
Druesedow/ Coral
Sommer
Sommer
Sommer/ Hoffman
Finance Committee
Sommer
Sommer
Sommer
Sommer
Papakhian/ Boonin
Coral
Coral/Swank/Coral/Vellucci/Boonin/Sommer
Everyone
Sommer

By when
June board meeting
Already done?
Whenever appropriate
Soon
Soon
Already done?
Very soon
Whenever appropriate
Before 1991 meeting
Soon, if not done
Whenever appropriate
As soon as possible
After May meeting
As soon as possible
Whenever appropriate