

MLA Board of Directors

Charlottesville, Virginia

page #

5-7 October 1990

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Charlottesville, Virginia, October 5-7, 1990

Friday, October 5: 2:30-5:45 p.m., 8:45-10:10 p.m.; Saturday,
October 6: 9:00 a.m. - 12:05 p.m., 1:45-5:10 p.m.; Sunday, October
7: 9:10-11:50 a.m.

Present: Nina Davis-Millis, Christine Hoffman (Friday
afternoon), Dale Hudson, Nancy Nuzzo, Ralph Papakhian, Don Roberts,
Susan Sommer (presiding), Joan Swanekamp, Gordon Theil, Sherry
Vellucci, Diane Parr Walker, Ross Wood.

Absent: Joseph Boonin

I. Recording secretary's report.

The minutes of the meeting of June 1-3, 1990 (Rochester)
were approved with the following corrections:

p.8, VII.A.4.c., second paragraph: change "Millis-Davis" to
"Davis-Millis".

p.9, VII.B.3.: "Bibliographic Control" should be boldface.

II. Treasurer's report. Sherry Vellucci.

The 1989/90 Fourth Quarter Year-End packet mailed to board
members included the Balance Sheet, Summary Operating Budget Report,
Supplemental Income Report, Calvert Investment Reports, Awards
Budget Report, and Operating Budget Surplus Report. Vellucci
distributed a Summary Operating Budget Three Year Comparison
for 1987/88 to 1989/90, the 1990/91 First Quarter-to-Date Summary
Budget Report and the Supplemental Income Report for the same
period.

1. Vellucci explained income in "Miscellaneous" line 5.01
and expenditures in "Miscellaneous" line 11.02 of the 1989/90
Summary Operating Budget Report.

2. Final review of the 1989/90 budget:

- a. Overall income reached \$253,313.94 or 87.7% of the budgeted figure.
- b. Overall expenditures reached \$236,554.45 or 90%.
- c. There was a surplus of \$16,759.49, or 6.6% of income, continuing the expected trend of reduced surplus amounts.

3. Three Year Comparison, 1987/88 - 1989/90:

- a. Income dropped in 1988/89 but increased again in 1989/90, though to a level \$3000 short of 1987/88 levels.
- b. Expenditures showed an overall steady increase of about \$10,000/year.
- c. Supplemental income was highest in 1988/89.

4. 1990/91 First Quarter-to-Date Budget Report:

- a. Income has been as expected.
- b. Expenditures for NOTES reflect the transfer of the Book Reviews editorship to Ann Basart.
- c. Supplemental income has been normal. Gerboth Fund giving has increased; \$550 has been received this year, compared to \$100 last year. To fund the award at the current level (\$1,000) at current interest rates, we need principal of \$13,800. We have \$2,775, or 20% of what is needed.
- d. Compared to last year, first quarter overall income is up \$1,014; dues are up \$3,200, and sales are down \$2,400. Overall expenditures are up about \$5000 over last year.

5. Other information:

- a. 1989 income tax has been filed. The IRS wants more verbiage from non-profit organizations, explaining how each income or activity furthers the goals of the organization.
- b. Vellucci transferred \$15,000 from Calvert Money market to UST checking to cover a cash flow problem; Walker will be transferring \$40,000 from UST to Calvert Money Market.
- c. Vellucci's training of Walker has been going smoothly.
- d. It was moved by Joan Swanekamp, seconded, and unanimously carried that
RESOLVED, that the Music Library Association adopt the Corporate

Resolutions for Opening and Maintaining Accounts and for Borrowing at US Trust and Calvert Corporation with the authorized signatures of Diane Parr Walker, Treasurer, and Don Roberts, President.

Sommer commended the revolutionary improvements made by Vellucci that have greatly improved MLA. It was moved by Gordon Theil, seconded, and carried by acclamation that Sherry Vellucci be commended for doing an absolutely extraordinary job and for her exemplary service to MLA. Later in the meeting, the board witnessed the ceremonial passing of the Minister of Finance t-shirt from Vellucci to Walker.

III. Executive Secretary's report. Ralph Papakhian.

Papakhian distributed MLA's Administrative Structure as of September 18, 1990; a list of contributors to MLA for 1990/91 as of September 24, 1990; a list of subscribers to MLA-L; and a list of MLA-L files available from LISTSERV.

1. The Administrative Structure was posted on MLA-L and can be updated regularly. Papakhian has heard no complaints about printing the Administrative Structure in the Membership Directory instead of in the Newsletter.

2. Membership is remaining stable. Papakhian received and reviewed the list of expired members (819 expirations since 1985/86) and feels it is not worth pursuing. He has processed 38 personal memberships since June.

3. ALANET usage continues at a substantial rate. Papakhian will investigate less expensive alternatives to ALANET for board members and officers without access to BITNET.

4. Publications:

a. About 273 brochures have been mailed since June. The status of the new Music Librarianship brochure is uncertain at this time.

b. Membership directory. Jim Henderson has reported that directory update forms were returned in large numbers. One or two separate copies of the directory have been sold. Sommer suggested submitting a small ad to the Newsletter, to be used as filler when the need arises, with a hook such as "Do you need

another copy of the MLA Directory..."

There were several errors in the list of honorary members printed in the directory. Carol June Bradley submitted corrections to Papakhian; a revised list was printed in the September-October issue of the Newsletter. Sommer felt it would be desirable for MLA's president to have a copy of all the citations. Nuzzo will approach Bradley about this and convey the board's gratitude for her assistance.

c. The Library School Directory has been received, duplicated and publicized. Seventeen copies have been sold.

d. New membership application cards have been printed; they have been inserted into the brochure mailings and have been distributed at the exchange exhibits.

e. Inventory. One new Technical Report was received. Papakhian is looking into the possibility of removing NOTES volume 44 from inventory; 100 copies of each number will be sent to AMS Reprint and the rest discarded.

5. Academic Services. The new contract was signed and received just about at the time of the Rochester meeting. Procedures seem to be working smoothly; Papakhian has been receiving the information about contributors that was requested.

6. Contributors. Contributions and sustaining memberships amounting to \$1035 have been received to date. The special plea in the membership renewal letter for contributions to the Gerboth Fund brought in \$550.

7. MLA-L. There are now 265 subscribers. Indiana University Computing Services has enabled file serving and mail logging.

Don Roberts moved, it was seconded, and unanimously carried that

RESOLVED, that the Music Library Association would like to express thanks and gratitude to Indiana University Computing Services for its contribution to the growth of our profession by supporting the MLA-L LISTSERV. This service has facilitated communication and enabled a large number of music librarians to participate in advanced telecommunications networking.

Sommer reiterated her hope that one of MLA's committees, perhaps the Information Sharing Subcommittee of the Reference and Public Service Committee, would undertake to summarize MLA-L

correspondence for the Newsletter.

8. MLA stationery. A new supply has been printed and is available from Papakhian.

IV. Vice-President's report. Don Roberts.

Roberts is compiling a file of chapter handbooks and treasurer's reports for reference. He will attend the meeting of the Texas Chapter this fall. The Southeast Chapter plans to issue an invitation for the 1995 conference; Atlanta and New Orleans are possible sites.

V. President's report. Susan Sommer.

1. New and recent business.

a. Sommer reported on the status of assignments made to her in Rochester. As mentioned under III.7. above, she is still working on finding a suitable group to summarize correspondence on MLA-L for the Newsletter. A 60th anniversary logo has been designed by the Indianapolis Local Arrangements Committee and will appear on the conference folders and badges. Sommer plans to appoint a task group on publishers' archives after the upcoming MLA-MPA meeting. Sommer summarized the content of, and her response to, correspondence from the Canadian Library Association, the American Music Conference, and IFLA, and pointed out that even though some of their requests were somewhat irrelevant, a response confirms our existence to these organizations.

b. Reappointment of the Executive Secretary. It was moved by Don Roberts, seconded, and unanimously carried that Ralph Papakhian be reappointed for another year of service as executive secretary. The board cited Papakhian's reliability and his innovations in telecommunications.

c. Search committees. A search committee for an assistant convention manager will need to be in place by the Indianapolis meeting. A search committee for a publicity officer has already been formed (see IX.B. below). Sommer asked the board to let the chairs know of nominations for either position.

2. Distinguished Service Award. At the February board meeting, Nina Davis-Millis and Gordon Theil were charged to develop

specific procedures and submit recommendations regarding this award. Sommer distributed their report containing guidelines (adapted from the scope statement in the February meeting minutes); a paragraph outlining the composition and responsibilities of the Distinguished Service Award Committee for inclusion in the handbook as section V.I.4.c.; the composition of the initial committee; and a suggested amount for a cash award.

Board discussion focused on the circumstances under which this award would be given and the differences between it and the citation. The board agreed that "cumulative" achievement is preferable to "lifetime" achievement in describing the citation. The board agreed that a group could be eligible to receive the Distinguished Service Award. The board also considered the frequency of the award, methods of soliciting nominations, the makeup of the award committee, and the time period to consider for eligibility. Davis-Millis and Theil revised their report to incorporate the board's suggestions, and discussion resumed the next day. The board agreed that "Special Achievement Award" would be a better name for the award. It suggests a project or event orientation for this award, rather than a solely personal one. Sommer asked that each board member come to the next meeting with a nomination for the award and justification for the selection.

3. Strategic planning.

a. General. See VII.A.2. below.

b. NASM. Note: the following discussion is confidential until after the NASM Board meeting in November.

Don Roberts presented a proposal for a possible joint MLA/NASM project, which grew out of discussion between Roberts and Fred Miller, the President-Elect of NASM. Roberts and Miller would like to improve the relationship between MLA and NASM, and have proposed a project which could be mutually beneficial, the drafting of guidelines for academic music library collections. Roberts acknowledged that important issues, such as personnel standards, are ignored by this proposal, but stressed that NASM acceptance would be an important first step in improving the relationship between the organizations. It was pointed out that there are many academic music libraries in institutions not affiliated with NASM, and the board agreed that the proposal should be for preparing guidelines for NASM music libraries.

It was moved by Don Roberts and seconded by Joan Swanekamp that the board approve the further investigation of a possible joint project between MLA and NASM. Gordon Theil moved to

amend by adding the phrase "to prepare guidelines for NASM music libraries." The motion to amend was seconded by Ross Wood and carried unanimously. The original motion, as amended, carried unanimously.

4. Basic List. In the midst of the preceding discussion the "basic list" was brought up, with the board agreeing that it is time to redo the list, possibly in an online version. Instead of waiting for a completed fourth edition, the board favors making this an ongoing publication, with sections being issued as they are completed. Joan Swanekamp suggested issuing the list in a machine-readable form that could be run against a database to check holdings. A bibliographic utility might be approached about creating such a tape. The people at Books for College Libraries might be approached for assistance. Sommer suggested charging a separate group that would report through the Resources and Collection Development Committee, or a separate ad hoc committee. In their first year, they would be expected to: 1) outline the procedure that would be followed; and 2) complete the first few units. Sommer will approach John Roberts, Resources and Collection Development Committee chair, about this in early November.

VI. Parliamentarians' report. Joseph Boonin and Dale Hudson.

No report. There was some discussion of handbooks other than the MLA handbook (e.g., treasurer's manual, convention manual) and whether they should be sent to the parliamentarians for review. Sommer noted that handbooks should reflect current practice. The board agreed that these special handbooks are most appropriately maintained by the person using them, rather than the parliamentarians, but that they should be submitted to the parliamentarians for them to review for conformity. Nuzzo will check minutes for previous board discussions of manuals.

VII. Committees.

A. Standing Committees.

1. Development. No report.

The name of MLA's 60th anniversary commissioned composition is Triskelion.

2. Education.

a. Education for Music Librarianship. The board's consideration of a possible plenary session on Library School Education for Music Librarianship (1992 program) brought to light a number of topics to be addressed by the Education Committee in a forum other than a plenary session, such as MLA certification of music librarianship programs; education for music librarianship in an age of shrinking resources; and training sessions. The board would prefer this topic to be addressed in a more direct way, rather than in program sessions.

b. Training. Later, the issue of training was raised again in a discussion of strategic planning. Laura Dankner's Education Committee update reports that the committee is exploring various continuing education possibilities. The board supports this activity and hopes that the Education Committee will continue to explore the possibility of specific training in specific areas. Bibliographic control was mentioned as an area where training is needed; the board encourages communication among the Education Committee, the Bibliographic Control Committee, and MOUG. Swanekamp will approach the chair of MOUG to see if they might be willing to share their expertise with MLA by moving their training sessions, recast in the form of continuing education courses, to a point in the MLA meeting convenient for both MOUG and MLA attendees, leaving the MOUG meeting with a solely OCLC-specific agenda. The board wishes this to be a positive joint venture between MOUG and MLA.

c. Library School Directory. The state of library education is in such flux right now that the board does not feel a new edition is appropriate at this point. The board prefers accuracy and timeliness over beauty of presentation, and suggests that the directory be kept up to date in an electronic format, possibly on MLA-L, from which it could be printed and distributed at cost for non-MLA-L subscribers. The committee should work on finding a method to constantly revise without sending out surveys, but not issue a new edition every year. MLA members should be encouraged to buy a copy of the directory for their libraries.

3. Finance. Gordon Theil.

a. Old business. The board unanimously approved a Finance Committee recommendation for approval of four overages in the 1989/90 budget:

6.01 Subscription Services	\$1580.56
6.03 Treasurer	\$491.61
6.06 Vice-President/President-Elect	\$731.41
9.06 Notes	\$4390.31

b. Convention 1991. Theil presented the proposed convention budget. Registration fees are based on an estimate of around 500 attendees at \$60.00 each, plus student and single day registrants at \$30.00 each. The higher registration fee is due in part to the concert and to higher food costs. Theil noted that the Local Arrangements Committee has done a marvelous job of raising funds locally, over \$12,000 total. Expenditures budgeted for local arrangements appear to be higher but this is due to closer accounting and gives a truer picture of actual expenses. Registration expenses are much higher mainly because the cost of the vinyl folders is double last year's cost and was not supported by a vendor this year.

(1) The board unanimously approved the Finance Committee's recommendation for approval of the 1991 convention budget based on registration fees of \$60 (regular), \$30 (student) and \$30 (daily).

(2) The board unanimously approved a Finance Committee recommendation for a late registration penalty of \$15.00.

(3) The board unanimously approved a Finance Committee recommendation for a single banquet ticket price of \$30.00.

c. New business.

(1) The board unanimously approved a Finance Committee recommendation that the Treasurer be authorized to write checks up to \$50.00 above the budget main line.

(2) The board unanimously approved a Finance Committee recommendation that the 1990/91 Local Arrangements Committee budget be amended to \$280.00 from \$180.00. It was noted that this does not set a precedent for future budget amendments.

(3) An audit of MLA's financial records was successfully completed by assistant fiscal officer Joan Swanekamp, vice-president Don Roberts, and MLA member Jane Penner. No discrepancies were found.

(4) Other topics considered by the Finance Committee included ALANET accounts, conference taping, the Special Achievement Award, and a NOTES printer change.

4. Nominating.

a. Slate of candidates. The board unanimously approved the Nominating Committee's recommendation of a slate of candidates for members at large. The board expressed its appreciation of the excellent slate. In response to chair Dick Griscom's concern about the geographic distribution of the candidates, the board felt that this was not a problem, and that it is preferable to have a good slate than one which is geographically balanced. The board appreciates the committee's consideration of this factor, and suggests that age and institution type might be considered as well.

It was pointed out that the charge to the Nominating Committee says that they will consult with board members. The committee should check with the executive secretary to determine the membership status of potential candidates.

b. The board unanimously approved the Nominating Committee's recommendation for an MLA Citation. There was some discussion of the text and a calligrapher. Sommer will report to the author of the text; Vellucci and Wood will find a calligrapher or printer.

5. Program.

a. 1991. Indianapolis. Jane Gottlieb, Chair, has been working closely with plenary session coordinators and reports that they are progressing as scheduled. There was discussion of the Public Libraries Committee's request for speaker honoraria for the World Music Panel, which came late in the programming cycle. The board felt that there should be a clarification of the policy that honoraria are not restricted to plenary session speakers and that program matters should flow through Program Committee channels. The board felt that the request should be approved, but that this should not set a precedent. There may be room for better communication between the program chair and committee chairs. Sommer will speak to Gottlieb and Beth Christensen.

Board members commented favorably on the scheduling, and noted that it was helpful to be able to schedule meetings on Wednesday, normally reserved for the pre-conference workshop. The board felt there were still ambiguities in the terms "open" and "closed" used to describe meetings; Sommer will address this in her opening remarks. If there are still complaints, the policy will be modified next year. There was a suggestion that next year, the

program should include brief descriptions of meeting topics.

In Indianapolis, the Sunday morning board meeting will be scheduled for 8:30-11:15 a.m., not 8:30-10:30 as indicated in the preliminary schedule.

b. Local arrangements, Indianapolis. The extraordinary fund raising efforts of the Local Arrangements Committee were previously noted. The banquet will be a celebration of MLA's sixty years. Registration folders will be imprinted with an Indianapolis city map to make it easy to explore the city. Name badges will have the 60th anniversary logo and will be color coded to indicate first-time attendees, board members, Local Arrangements Committee members, etc. There will be many student and faculty concerts at various moments throughout each conference day. Board members were reminded that a free buffet breakfast will be provided. The Local Arrangements Committee is expecting a lot of "drive ins" and will consider this when arranging for bus transportation to various events. Taping of conference sessions is being investigated by a member of the committee. The board suggested that at this point, Chris Hoffman should follow through and decide whether or not to have the conference taped. Convention taping seems to be an orphan project in MLA.

c. 1992. Baltimore. The board discussed seven proposals for plenary sessions that were formulated by Beth Christensen from suggestions she received.

(1) Issues for the Next Generation, or Ask MLA.

The board felt that this would work best in a format other than a plenary session. Suggestions included informal sessions with a recorder, to find out what the issues are; an open forum or several concurrently; "information interludes" scheduled at several times throughout a conference. The board felt that a new format or flexible approach was needed. It was pointed out that this type of session is a logical extension of the mentoring concept.

(2) History of Computer Music. The board felt that interest in the session as proposed might be too narrow, and that Baltimore is not the right venue for a plenary session on this topic. The board agreed that it would like to see this proposal again as a possible plenary or program session for the San Francisco meeting, with the scope extended to include considerations of bibliographic control, access, preservation and storage, and practical application in a music library. San Francisco might also

offer the opportunity to see a national computer music archive.

(3) World Music and the Music Library. The board felt that the timing was right for this session, and was happy that the proposal cut across all lines (reference, cataloging, collection development, sound recordings). It was suggested that videos also be included, and that Bruno Nettl's offer to list a core collection of world music materials be accepted.

(4) Professional Ethics. The board supported this program but does not want it to become a "code of ethics" proposal. There was feeling that the keynote speaker should present an overview of the current situation, providing a context in which to put the case studies. The case study panel will require a very good moderator and panelists who are willing to stick their necks out. The case studies proposed earlier should be reexamined; board members agreed to do this individually [they were supplements to the February, 1990, board meeting agenda, item VII.A.4.a.; contact Nuzzo if you need a copy].

(5) Women and Music. The board felt that this proposal included a lot of good people and a wonderful list of resources, but lacked the programmatic content that would make it suitable as a plenary session. The ethnomusicological point of view could be incorporated into the World Music session. Otherwise, the board is interested in new angles to this topic, beyond the status quo.

(6) Library School Education for Music Librarianship. The board felt that the national situation with library schools is such that now is not the time to have a plenary session on this topic. There was uncertainty expressed regarding the intended audience of this session, and feeling that an enthusiastic presentation might raise false hopes while a sober one might be discouraging. The board felt that there are many issues which should be addressed by the Education Committee; see VII.A.2.a. above for a continuation of this discussion.

(7) Acquisition of music materials. The board felt that the "Ask MLA" session would be a good place for this to be covered.

Throughout the preceding discussion, there was concern about the message being sent to Beth Christensen and a desire for her input. The board suggests that perhaps this is the time to break away from the tradition of having five plenary sessions, and instead have two plenaries and many (20 was mentioned) smaller program sessions. This would give the committees and round tables the opportunity and encouragement to present program sessions. It

will be important to emphasize the difference between regular committee meetings and committee-sponsored program sessions. The board did not feel that there would be a problem with holding concurrent program sessions.

Sommer will speak to Christensen about these ideas, and will also ask her to talk to Laura Dankner about training sessions as discussed in VII.A.2.b. above.

d. 1992 pre-conference. Don Roberts moved, it was seconded, and unanimously carried that the board approve in principle the Small Academic Music Libraries pre-conference to be held the Tuesday night and Wednesday preceding the Baltimore conference.

Board members offered several suggestions to the SALRT regarding their proposal: add OPACs to the discussion of new technologies; include a discussion on communicating through channels and dealing with higher administration; include acquisitions issues; cover automation issues in the small academic library context; move the discussion of career options to the end or omit it altogether. It was suggested that a half hour was not enough time for the keynote speaker to address meaty issues, and that this should be expanded to an hour (registration at 7:00 p.m.; adjourn at 10:00 p.m.).

In terms of the overall conference schedule, it was noted that MOUG would probably meet on Monday night and Tuesday, and that the Local Arrangements Committee should plan some big tours for Wednesday. The Small Academic Music Libraries Round Table will need to contact Chris Hoffman and Beth Christensen for additional budget information.

6. Publications.

a. NOTES. The board considered a letter from Michael Ochs detailing the fiscal and technical advantages of changing NOTES printers.

It was moved by Ross Wood, seconded, and unanimously carried that the board authorize Michael Ochs to transfer the production of NOTES from Edwards Brothers to A-R Editions, continuing to seek the most favorable terms available.

The board suggests seeking a contract longer than three years, or one with no increase allowance for the three years.

b. Other.

(1) MCD. Sommer has sent a letter to Henriette Avram announcing MLA's intent to publish Music Cataloging Decisions. Betsy Gamble has been keeping up to date with this publication; it will be current when it comes out in 1991.

(2) TRs. Another TR, on Careers in Music Librarianship, has been sent to the printer.

Sommer read a letter from Richard Smiraglia to Carol Tatian, who had submitted a manuscript on standards for music library staffing to the TR editor. A previous board had tried the formula contained in Tatian's work and found that it did not work for large academic libraries; Smiraglia also found some flaws in the methodology. The board feels that this type of guidelines could be very useful, and suggests that Tatian talk to Sherry Vellucci, who is willing to assist as a resource person.

B. Special Committees.

1. Administration.

a. Statistics Subcommittee. William McClellan, the new chair, has suggested a new approach to statistics. Instead of trying to fit into existing standards of statistics gathering, the subcommittee will be examining the kind of statistics music libraries are gathering and how they are doing it, and devise an instrument for gathering statistics on music resources and services in academic and public libraries.

b. Personnel Subcommittee. See VII.A.6.b.(2) above.

2. Awards. Gerboth Award. Maria Calderisi, Chair, has asked how the award can be publicized. The Award Committee should be made aware that more than one award may be given in a year.

3. Bibliographic Control. Brad Young, Chair, is considering the future of the BCC and has initiated a review of its charge, structure, and subcommittees. Young has two areas of concern. First, he would like to attract new members with substantive ideas to the committee. BCC represents MLA to the library community at large and he would like to continue to have good voices on national level committees such as CC:DA and MARBI. Second, he is concerned about the amount of time the subcommittees spend on preparing MLA's position for presentation to national level

committees. As a result, working groups have been doing much of the work originally intended for the subcommittees. Young senses a need to bring together formal concerns and informal information sharing. In another context (VII.A.2.b.), the board considered a BCC role in training sessions and suggested that Young be in contact with MOUG and Laura Dankner.

4. Preservation. John Shepard, Chair, has a very active committee. In addition to providing the "Lasting Concerns" column in the Newsletter, the committee is planning a program at ALA in Atlanta next summer.

5. Reference and Public Service. Discussed in the context of the Information Sharing Subcommittee's role in summarizing MLA-L correspondence for the Newsletter (see III.7. above).

6. Other. No other.

VIII. Round Tables. Round tables were discussed in the context of conference planning (see VII.A.5.d. above).

IX. Special Officers.

A. Convention Manager. Christine Hoffman.

1. Current. Arrangements for the Baltimore conference are right on track.

2. Future sites.

a. 1993. San Francisco. Hoffman has visited several hotels in San Francisco and found two that might suit MLA. The Cathedral Hill Hotel was termed "clean but not fancy" and would cost \$95 a night. Hoffman has concerns about exhibit space and the size of meeting rooms, particularly if MLA grows programmatically. There are several overflow hotels, without meeting space, nearby; the hotel is a few blocks from a cable car terminus. The Grand Hyatt at Union Square has an ideal layout and location, but comes in at \$150 a night. The board rejected the idea of meeting between Christmas and New Years to get a cheaper rate. Of two other hotels that Hoffman investigated, one has poor meeting space, and the other

has not provided a quote. The board rejected the notion of meeting at an airport hotel or outside of San Francisco (e.g., in Oakland). The board agreed to confirm San Francisco as the 1993 conference site, and will make a decision on a hotel in February. Hoffman will investigate further both the Hyatt and Cathedral Hill. The Sonneck Society's plans to meet in the San Francisco area in 1993 are still up in the air.

b. Kansas City and Dallas proposals. Hoffman was enthusiastic about both proposals. A board member who had attended ALA in Dallas expressed reservations about the lack of activity in the city at night. A solution might be to have evening events at other locations. The Kansas City proposal shows a lot of local support; board members remarked on the appeal of the jazz element in a Kansas City meeting.

c. Other. Hoffman is writing a convention manager's manual and has outlined the requirements for an assistant convention manager, who will assist her with the Baltimore conference and handle the San Francisco conference.

B. Publicity Officer. A search committee comprising Christine Hoffman, Dale Hudson (chair) and Dawn Thistle has been charged to find a successor to Christine Olson, who resigned effective after the Indianapolis meeting. Olson made suggestions for clarifying the duties of Publicity Officer and of NOTES Ad Manager, and the board asked Chris Hoffman, former ad manager, to comment. Hoffman feels that the publicity officer deals with "words" (press releases) and the NOTES ad manager with "pictures" (mechanicals, graphics). She feels that the publicity officer should not have to learn the mechanics of preparing ads, and suggests that a copy of the press release (including price and full citation) about an MLA publication be sent to the NOTES ad manager, who would prepare an ad for NOTES and update the two-page publications spread for the publicity officer to use in exhibits. The NOTES ad manager may also submit the ad to exchange journals (no cost incurred) or send copies of the NOTES ad, in several sizes, to the series editor for placement in appropriate journals. The cost of advertising in these journals would then come out of the budget for the advertised publication.

X. Representatives, Joint Committees, etc.

A. ALA. Sommer reported that she gets a lot of mail from ALA, of which MLA is an associate member. The preservation program in Atlanta will raise our profile within ALA.

MLA will have its name on "the list" for the White House Conference. The buzz words are "literacy" and "productivity." Sommer noted that it is politically astute to point out that music libraries are not recreational facilities. By providing materials for training, music libraries support the economic base of the community.

B. NISO. ANSI X3VIM8 Committee. Garrett Bowles submitted a report on this committee's activities. The committee is involved in a program, Hytime, that is somewhat outside of MLA's interest. Sommer will advise Bowles that the board will not approve overages to his line for travel to these meetings, and will suggest that he attend meetings that focus on the standard music description language. Sommer will also advise Lenore Coral that this committee is going off on a track that MLA cannot support.

C. RILM. After consulting Chris Hoffman and Joe Boonin, Sommer turned down a request from Terry Ford for a discount on the price of an exhibit table at the MLA conference. Only exchange organizations are exempted from paying the full price for exhibit space.

D. RISM. Joachim Schlichte, RISM coordinator is Germany, has resigned and a successor has not yet been appointed. His assistant, Klaus Keil, will attend the Oakland AMS meeting to demonstrate the end use of RISM products. There will also be an online exhibit of the libretto data in RLIN.

XI. New business. Covered elsewhere.

The meeting was adjourned at 11:50 a.m., Sunday, October 7, 1990.

Submitted by Nancy Nuzzo, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

The board agreed that "Special Achievement Award" would be a better name for the mid-career award than "Distinguished Service Award."
[V.2.]

The board agreed that the parliamentarians should review special handbooks for conformity to MLA practice, but that the task of maintaining such handbooks rests with the user. [VI.]

Appendix II. List of actions to be taken.

Action	By whom	By when
1. Investigate alternatives to ALANET [III.3]	Papakhian	whenever
2. Write and submit ad to Newsletter re: Directory [III.4.b.]	Papakhian	3/10/90
3. Talk to Carol Bradley about citation texts [III.4.b.]	Nuzzo	February
4. Charge a group to summarize MLA-L correspondence [V.1.a.]	Sommer	soon
5. Appoint task force on publishers' archives [V.1.a.]	Sommer	early Nov.
6. Appoint a search committee for an asst. convention manager [V.1.c.]	Sommer	Feb.
7. Submit nominations for asst. conv. mgr. and publicity officer [V.1.c.]	Board	Feb. or before
8. Prepare a nomination and justification for Special Achievement Award [V.2.]	Board	Feb.
9. Talk to John Roberts re: basic list [V.4.]	Sommer Nov.	early
10. Check minutes for previous discussions re: manuals [VI.]	Nuzzo	Feb.

11. Talk to chair of MOUG [VII.A.2.b.] Swanekamp Feb.
12. Report back to Dankner [VII.A.2] Sommer soon
13. Report to author of citation Sommer soon
text [VII.A.4.b.]
14. Find a calligrapher or printer Vellucci, soon
[VII.A.4.b.] Wood
15. Speak to Gottlieb and Christensen Sommer soon
re: speaker honoraria [VII.A.5.a.]
16. Address "open" and "closed" in Sommer then
conference opening remarks
[VII.A.5.a.]
17. Ask Hoffman to follow through re: Sommer soon
taping arrangements [VII.A.5.b.]
18. Re-read case studies Board Feb.
[VII.A.5.c.(4)]
19. Speak to Christensen re: program Sommer soon
[VII.A.5.c]
20. Suggest to Tatian that she talk Sommer soon
to Vellucci [VII.A.6.b.(2)]
21. Tell Calderisi that more than one Sommer soon
award may be given [VII.B.2.]
22. Ask Young to contact MOUG and Sommer soon
Dankner [VII.B.3.]
23. Advise Bowles and Coral [X.B.] Sommer soon

