

MLA Board of Directors

Indianapolis, Indiana

page #

12-17 February 1991

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Indianapolis, Indiana, February 12-17, 1991

Tuesday, February 12: 2:00-6:00 p.m.; Wednesday, February 13:
9:00 a.m. - 1:00 p.m., 2:20-5:00 p.m.; Sunday, February 17:
8:30-11:20 a.m.

Present: Joseph Boonin, Nina Davis-Millis, Dale Hudson, Nancy Nuzzo, Ralph Papakhian, Don Roberts, Susan Sommer (presiding), Joan Swanekamp, Gordon Theil, Diane Parr Walker, Ross Wood. Incoming board members: James Cassaro, Jane Gottlieb, Sherry Vellucci. Guests: Beth Christensen (VII.A.5.a.), Christine Hoffman (VII.A.5.b., IX.A.), Michael Ochs (VII.A.6.b., XI.A.).

I. Recording secretary's report.

The minutes of the meeting of October 5-7, 1990 (Charlottesville) were approved with the following corrections:

p.13, IX.A.2.b.: change "in the city" to "downtown".

p.13, X.A.: change "which seems to think" to "because".

Nuzzo distributed an update to the index to board policies, covering the period 1988-1990; a summary of recent board discussions of manuals; and case studies for a program session on ethics.

II. Treasurer's report. Diane Parr Walker.

The 1990/91 Second Quarter financial reports mailed to board members included the Balance Sheet, Summary Operating Budget Report, Awards Budget Report, Supplemental Income Report, Calvert Investment Accounts Report, and Calvert Growth Fund Dividend Report. Walker distributed a revised Second Quarter Balance Sheet, a 1990/91 Third Quarter-to-Date Summary Budget Report, the Supplemental Income Report for the same period, and an Operating Budget Surplus

Projection Report for 1987/88 through 1993/94.

1. Walker explained income in "Miscellaneous" line 5.01 and expenditures in "Miscellaneous" line 11.02 of the 1990/91 Summary Operating Budget Report. The expenditures include \$98.15 in bank charges and \$40.99 for Jane Penner's dinner with the board. This latter expense is offset by income in line 5.01, showing Penner's reimbursement for the dinner.

2. Comparison of 1989/90 and 1990/91 Second Quarters.

a. Overall assets this year are higher by \$38,571.

b. Operating budget income is at 62% of the budgeted figure and expenditures are at 32.7%; last year's levels were 61% and 33%, respectively.

c. Supplemental income showed an increase of \$997.92.

d. Endowment C was established with a gift of \$1000 in December, 1990.

3. Calvert investments.

a. Money Market

(1) Transferred \$40,000 from checking to Money Market in October.

(2) Calvert is now issuing reports quarterly instead of monthly.

(3) Yield has declined steadily from 7.78% on 31 December 1989, to 7.29% on 31 December 1990.

b. Managed Growth Fund

(1) Received 472.789 shares as Dividends and Capital Gains distributions, worth \$12,221.60 at the 31 December 1991 rate of \$25.85 per share.

(2) Mandated reserve of 60% of operating budget plus principal from endowment funds equals \$182,719, leaving \$4,968 for special projects. Once the \$2,000 received during the current year for endowments is transferred into the Growth Fund, the figure will be \$6,968.

4. Awards budget.

a. As of 31 December 1991, expendable income was \$1755.46. Projected expendable income is \$3,500.

b. Gerboth Fund principal was \$3,385 on 12 February; the

Development Committee campaign during the conference netted another \$4,575 for a total of \$7960. As previously reported, principal of \$13,800 is needed to make the award self-sustaining.

5. Third Quarter 1990/91 Operating Budget Year-to-Date.

a. Income. Dues and Sales continue steadily. MCD and MCB Index income will not come in as budgeted. Convention income is somewhat behind.

b. Expenditures. Several lines for postage and Notes editorial expenses are near or over 100%.

6. Operating budget projection. Assuming no annual increase or a 1% increase in income, and a 5% annual increase in expenditures, MLA's surplus will be depleted during fiscal year 1993/94. A dues increase will be needed before then.

Walker was commended for her mastery of fiscal complexities.

III. Executive Secretary's report. Ralph Papakhian.

Papakhian distributed a packet containing MLA's Administrative Structure as of February 17, 1991; 1990 election results; MLA Growth Comparison using January figures; a list of contributors to MLA for 1990/91 as of January 10, 1991; and a Publications Inventory Report for 1990.

1. Election results. James Cassaro, Jane Gottlieb, and Sherry Vellucci have been elected Members-at-Large. Papakhian received 295 eligible ballots (as compared to 287 in 1989, and 217 in 1988). The count was very close; results were not announced to President Sommer until the post-holiday mail was checked for valid ballots.

2. Administrative Structure. Report technical errors to Papakhian; changes in committee membership must go through the president. Vellucci requested that a separate list of board member home and work addresses and phone numbers be issued as in the past, with the preferred address marked by an asterisk. It was suggested that the address of the MLA Archives be included in the Administrative Structure, under the listing for "Archives, Joint Committee..."

3. Membership is remaining stable. During review of the MLA Growth Comparison chart, it was suggested that category C, Gratis, be broken down to show honorary members. Papakhian has processed 38 personal memberships since the Charlottesville meeting.

4. ALANET. There is a new BITNET/INTERNET connection on ALANET. See Finance Committee recommendation below (VII.A.3.a.(7)).

5. Publications:

a. About 21 brochures have been mailed since the Charlottesville meeting.

b. Membership directory. Papakhian has received the directory information from Academic Services and will begin editing it after the Indianapolis meeting. There was discussion of recent requests on MLA-L for expanded directory information, such as indexes. The board felt that the expense of a significantly enhanced directory is not justified. At the business meeting later in the week, Papakhian asked for a show of hands of those members willing to pay higher dues for an expanded directory. It was a pretty even split.

c. Library School Directory. Sixteen copies have been sold since the Charlottesville meeting. It was suggested that they be made available for purchase during annual conferences. Papakhian noted that only 33 copies of the new edition have been sold, and that less time should be spent on making this a beautiful document.

d. New membership application cards will be printed after the Indianapolis meeting.

e. Inventory. Papakhian reviewed the Publications Inventory Report for 1990. TR 19 (Dewey) was printed and shipped in 1990. TR 18 (Careers) was received in 1990, but shipped in 1991. It was noted that in accordance with an earlier board decision, Papakhian should offer the remaining copies of TRs 1, 2, and 4 to the authors and that TR 14, with no copies remaining, should also be removed from the list. Papakhian has requested the removal of Notes volume 44 from inventory.

6. Academic Services. The postal rate increase did not result in a renegotiation of the Academic Services minimum fee because it was not in excess of 25%. The convention mailing went smoothly this year. Sommer noted that our relationship with Academic Services is going well.

7. Contributors. Contributions and sustaining memberships amounting to \$1125 have been received to date. A problem with Academic Services' reporting of contributions has been cleared up. Names have been printed in the conference program. A fund raising event for the Gerboth Award Fund will take place during the conference.

8. MLA-L. There are now 325 subscribers. Various files and documents have been stored and apparently are being used by participants. Roberts asked whether it would be a burden for Papakhian to maintain electronic files of certain reports, such as committee working papers and bibliographies generated through round tables, and print out copies for members without access to MLA-L. Papakhian said the hardest part would be keeping track of documents and mailing hard copies. It was suggested that a list of available documents could be published in the Newsletter. The board was uncomfortable with the possibility that these documents, which have not been subjected to any formal review process, would be viewed as official MLA publications. For a continuation of this discussion, see VII.A.3.a.(5) below.

Later, Papakhian proposed establishing a clearinghouse to make items available electronically or in hard copies at cost. The board felt that implementing a service called a "clearinghouse" would address the desire to disseminate information without implying an MLA imprimatur. It was moved by Joseph Boonin, seconded, and unanimously carried that Ralph Papakhian establish a clearinghouse for the collection and dissemination of miscellaneous MLA documents, electronically and in hard copy.

9. MLA stationery. New stationery will be printed after the conference.

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

1. Chapter reports. Roberts attended meetings of the Midwest and Texas chapters following the Charlottesville meeting and encouraged them to vote in the MLA election. He noted that we do not see some of the Texas Chapter members at national meeting and they are an untapped resource. Hudson and Theil reported on recent activities of the Southern California and Southeast Chapters.

2. Midwest Chapter Directory. The board discussed Carolyn Rabson's memo reporting on the Midwest Chapter's directory project.

Roberts questioned the Development Committee's role in the directory project and wondered if the Publications Committee would be willing to oversee the publication of chapter directories. Rabson's letter points out difficulties with the survey form and software provided by the Development Committee, and makes suggestions for improvement. Theil gave an update on the status of the California chapters' directory. It was suggested that Kevin Freeman should contact Rabson. It was also suggested that Rabson should be asked to revise the survey, with chapter directory use in mind. This might help prepare for the compilation of a national directory.

3. NASM. Roberts spoke with Fred Miller, who was just returning from a NASM board meeting. The NASM board is very supportive of appointing a joint task force with two or three members from each organization, to investigate various aspects of collections. Roberts is encouraged by their support, and moved that the MLA board support the concept of forming a joint task force with NASM to explore matters of mutual interest, and empower the MLA president to make appointments to the task force. The motion was seconded and carried unanimously. Financial support is implied and will need to be considered during the 1991/92 budgeting process.

4. ALA Chicago. Roberts attended an Affiliates meeting chaired by ALA president Richard Dougherty. Discussion at that meeting focussed on the White House Conference. At this point, it appears there is nothing MLA could or should be doing, beyond submitting resolutions. The affiliates have prepared several resolutions of general concern. Sommer suggested a Legislation Committee role in keeping track of this and the proposal regarding the National Research and Educational Network.

5. Committee appointments. Roberts requested input from the board.

V. President's report. Susan Sommer.

1. Recent business. Sommer reported on the outcome of tasks assigned to her in Charlottesville. Mark McKnight, chair of the Information Sharing Subcommittee, has agreed to summarize MLA-L correspondence for the Newsletter. Sommer has appointed a Task Force on Music Publishers Archives [see X.B. below] and a search committee for an assistant convention manager [see VII.B.9.b.]. She distributed a job description for that position. Daniel Zager,

incoming chair of the Resource Sharing and Collection Development Committee, is willing to take on the basic list project [see VII.B.8.]. Sommer noted that Convention Recordings International, Inc., would be taping this year's meeting, and is a firm that could follow us year-to-year if we are satisfied with their service.

2. Special Achievement Award. The board agreed that this award should be the board's responsibility, and at the president's discretion the full board or a subset would consider nominations. The award need not be given every year. There was extensive discussion of what this award might mean to the recipient: a line in the resume, recognition from colleagues, something to hang on the wall, a press release. Several views of attaching a cash amount to the award emerged: that the award carries more weight with it, but that the MLA citation should also have a cash amount; that a cash amount makes this more like the publications awards and supports a sense of repeatability for the award, and leaves the citation in a category by itself; that the Special Achievement Award and the citation should both be in the category of no cash award.

It was moved by Joseph Boonin and seconded that the Special Achievement Award be given as voted by the Board of Directors and carry a monetary award of not less than \$350. The motion carried with five votes for and four opposed.

There was no decision on the form the written award would take (letter, framed text). The budgetary implications of the latter option were noted. A publicity release will be issued at some time, and Roberts will discuss the award in his Newsletter column. Later, during discussion of the Development Committee, it was suggested that this award should be named.

3. Strategic planning.

Discussed in context of endowing publication awards, encouraging bequests to MLA, and naming the Special Achievement Award (VII.A.1. Development Committee, below); possible future combination of several special officer positions (XI.B. New business, below); and music cataloging (X.A.1. ALA CC:DA, below).

4. Citation.

The board examined the framed citation printed by Marilyn Hatch of the Wellesley College Book Arts Lab. The fee for printing the citation will buy supplies for use in Wellesley's instructional programs in hand printing.

The citation reads: "In recognition of her

distinguished service to music librarianship, the Music Library Association awards this citation to LENORE CORAL Past President, whose vigorous, timely, far-reaching achievements in music bibliography & descriptive cataloging impart highest standards of intelligence, skill, courage, & integrity, & whose persistent encouragement of associations, colleagues, & students is valued above all."

Sommer and Roberts will send letters to the heads of the Music Department and University Libraries at Cornell.

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

Inquiries for manuals/handbooks were sent to the convention manager, executive secretary, treasurer, placement officer, and publications editors. Documents were received from the Technical Reports editor, executive secretary, convention manager, treasurer, and Newsletter editor. For the most part all the documents reviewed were in good shape and conform to MLA policy. Some need updating. The parliamentarians recommend that the person in the position should be responsible for noting any change or variation in procedures; a corrected copy of the manual should be passed to the person's successor; personal or specific references that are likely to change should be avoided when writing manuals.

Hudson has passed the files to Boonin, who will follow up on the officers who did not respond. Vellucci will be working on collecting job descriptions of honoraria recipients.

VII. Committees.

A. Standing Committees.

1. Development.

The board discussed plans for the Gerboth Award fund raiser as outlined in Gerry Ostrove's memo. Later, the board discussed the future of the campaign. Appeals will continue; Roberts would like to see a few large contributions top off the fund. Matching funds would be especially welcome. Boonin noted that another benefit of the campaign was that it increased awareness of the Gerboth award.

The Gerboth campaign was a short-term goal. A medium-term goal is to endow the publication awards. An endowment for the Duckles award by 1993 would be especially appropriate. For the long term, bequests to MLA will be sought. To that end, Ostrove has been asked to supply Sommer with a list of living past-presidents.

Donors to the Gerboth fund will be thanked by the Development Committee. It was asked whether their names will be listed in next year's conference program; there was strong feeling that anyone who contributes any amount to MLA should be named in the program or elsewhere. A recommendation from the Development Committee will be sought. The president currently thanks donors of \$100.00 or more.

The status of the revised brochures was questioned.

2. Education.

The "Ask MLA" sessions have given the committee a new focus. They are continuing to assist the Small Academic Libraries Round Table with the 1992 pre-conference.

3. Finance. Gordon Theil.

a. Old business.

(1) NISO dues. NISO increased dues to \$1000 (from \$200), then reviewed that decision and opened dues to negotiation. The Finance Committee recommended to the board that it give the president the authority to negotiate NISO dues up to a total of \$500, with the understanding that some of this will be in-kind advertising. The board supported this proposal, noting that MLA's voice has been heard in NISO and MLA should support NISO's attempt to raise their image.

(2) Royalty payments for Early Music Series.

Because of a misunderstanding in how payments were to be divided, MLA owes about \$250 in royalties. The board is to expect an overage in the 1990/91 budget.

(3) Copying fee for Newsletter cartoon. The Finance Committee asked for the board's opinion regarding the use of reprinted materials involving copying fees. The board is not in favor of reprinting non-MLA materials in the Newsletter.

(4) Payment of honoraria. The Finance Committee turned down a request by Jim Farrington that his honorarium be paid annually instead of quarterly.

(5) Women in Music bibliography. Cynthia Richardson was denied funding for copying this bibliography. It was noted that the request should have been submitted last June. Vellucci asked whether round-table coordinators should be invited to the Fiscal Officer's Breakfast. It was noted that round tables are supposed to generate ideas and interest, not carry out projects. It was suggested that MLA-L be used as a database for this type of

publication, and make hard copies available on a cost-recovery basis. Electronic publication would circumvent putting out a lot of money for ephemeral publications. On the negative side, it moves publication outside the realm of bibliographic control. There is a potential for danger in the loss of the review process. Gottlieb noted that the round table's first intent with this publication was to track ephemeral publications; now the bibliography itself has become ephemeral. She suggested that it would be helpful to have a hard-copy list of MLA-L subscribers so those without access might find someone locally who can make copies of files. [See also III.8. above.]

(6) Board participation in Finance Committee deliberations. The board was asked whether it felt it was missing something by not being part of detailed Finance Committee discussions of topics that were later brought before the board. There was a sense that the board did not want to participate in Finance Committee meetings but that it would be helpful to receive minutes and copies of the full budget. It was moved by Joseph Boonin, seconded, and unanimously carried that the full board receive minutes of Finance Committee meetings and copies of the full budget rather than the summary form.

(7) ALANET/INTERNET/BITNET. The board supported a Finance Committee recommendation to drop DASNET and ALANET accounts for board members and officers with BITNET/INTERNET access. ALANET accounts will be added for board members and officers without that access. The board was reminded not to "reply" to ALANET messages received through the new ALANET/INTERNET connection; that feature does not work.

(8) The board unanimously approved the Finance Committee recommendation for approval of adjustments and overages in the 1990/91 budget:

Adjustments:

3.0131 Meeting income: banquet	\$390. (was 300)
10.0134 Meeting exp.: hotel resv. cards	\$100. (was 300)
10.0141 Meeting exp.: entertainment	\$800. (was 900)
10.017 Meeting exp.: contingency	\$160. (was 300)

Overages:

7.04 Development Committee	\$420.
7.14 MLA/AMS Joint Committee, RISM	\$123.75

The board was warned that there would be another overage in the line 7.04 to cover the cost of Gerboth fund

donor premiums.

(9) Per diem. Walker was asked to clarify the policies governing reimbursement for board meetings. There was discussion of the \$30.00 per diem. It was moved by Ross Wood, seconded, and unanimously carried that the board increase the per diem to \$35.00 for the next fiscal year.

b. Investments Subcommittee.

(1) Old business. Theil reviewed the Finance Committee's response to recommendations contained in a report by subcommittee chair Linda Blotner.

(a) The subcommittee proposed a structure similar to the board's, with four-year staggered terms for members. The Finance Committee felt that for a review body, higher turnover is a positive feature and favors three-year terms. On Sunday, board members who participated in the Investments Subcommittee meeting were feeling much more comfortable with the subcommittee's suggestion of four-year terms, at least for the chair.

(b) The Finance Committee agreed with the subcommittee's recommendation that the assistant fiscal officer be added as an ex-officio member of the subcommittee.

(c) Subcommittee meetings should be scheduled for two hours to allow ample time to discuss all pertinent business.

(d) The subcommittee recommended that members receive operating statements and information about the portfolio throughout the year, and that the chair will communicate with the broker. Walker will send quarterly reports to the subcommittee.

Board discussion focused on the need to carefully choose appointees to this subcommittee, especially with the frequent turnover. Appointees with "institutional memory" of MLA are desired to provide historical continuity.

(2) New business. Swanekamp summarized a report on investments prepared by subcommittee member Maxey Mayo. The report expresses concern that MLA's investments are in one place, Calvert, and that Calvert is not providing complete information regarding money market accounts. The Finance Committee recommended that the board take action to diversify the money market account by placing \$60,000 in Treasury bills and dividing the remainder equally between two money market accounts. The committee also recommended investigating a change in checking accounts.

(a) It was moved by Joseph Boonin, seconded, and unanimously carried that \$60,000 be taken from the Calvert Money Market Fund and invested in Treasury bills, in increments of \$20,000

per month over a three-month period. It was explained that the maturity for T-bills is 90 days, and funds roll over for eight periods, or two years. Spreading our investment over a three-month period will give MLA access to a third of our investment every month. Interest is not reinvested; it will need to be tracked by the treasurer. Vellucci pointed out that the treasurer's job has been growing and that we might need to establish a new position, such as investment officer.

(b) It was moved by Joan Swanekamp, seconded, and unanimously carried that the remaining Calvert Money Market assets be divided equally between the Calvert Money Market Fund and one other similar money market fund. It was agreed that the Finance Committee would select a fund and poll the board. Social responsibility will be considered when choosing a new fund.

(c) MLA's checking account is with US Trust, which is a sub-advisor to Calvert. US Trust charges few fees, their service is fine, and the interest rate on the account is good. There was reluctance on the part of the board to give up the positive relationship with US Trust, but questions remain about US Trust's relationship with Calvert. Nuzzo made the following motion, which was seconded and carried unanimously: To address the Finance Committee's concern with the relationship between US Trust and Calvert Investment Funds, the board recommends that the Finance Committee investigate the term "sub-advisor" as used in this context.

4. Nominating.

Gordon Theil will chair this committee. During discussion of the Special Achievement Award, it was suggested that the committee be reminded that the MLA Citation need not be awarded every year.

5. Program.

a. 1992. Baltimore. Beth Christensen.

The board reviewed Christensen's progress report. There was discussion of the characteristics of plenary sessions and how far committees and round tables should be encouraged to submit proposals for program sessions. The board views plenary sessions as having global interest, and approved a session on Baltimore's music as the third plenary (two others were approved in October). The board liked the order of the plenaries as proposed, but suggested

moving Friday's plenary to the afternoon, before the business meeting. Gottlieb suggested extending the plenaries by fifteen minutes.

Program sessions will capture more specific interests. The board will choose two of four proposals for the "Ask MLA session at its meeting in June. The board did not support Cynthia Richardson's proposal, on behalf of the Women and Music Round Table, for a performance by the group Libana. The board favors finding a local group instead.

Christensen expressed concern that committees are not accustomed to the rigors of program responsibilities. No guidelines exist and board guidance is needed. Board feeling is that we want to encourage the work of our own members. Local outside speakers can be utilized. Committee programs will be made a formal part of the program, and working meetings will go on as before. The trend toward formal committee programs has been developing for a number of years; the board has given it legitimacy by changing the format of the meetings to incorporate such programs.

There will be a need for increased fiscal awareness on the part of committee and round table chairs, and the program chair. Funding for programs will be handled through the convention budget. Formal budgeting procedures will be covered at the Fiscal Officer's Breakfast, and also in Swanekamp's letter to committee chairs regarding the 1991/92 budget.

Roberts okayed Christensen's request that Allie Wise Goudy be appointed to the Program Committee. The board agreed that Christensen should deal with the committee proposals that come in and not try to generate more.

The question of taping the smaller sessions was raised. It would require more personnel and therefore more money. Christine Hoffman will be evaluating the services of Convention Recordings International, Inc., this year's taping firm.

b. Local arrangements, Baltimore. Christine Hoffman reported no news. She has advised Ned Quist to start raising funds. Gottlieb suggested that tours of LC be offered on Wednesday.

c. 1993. Bay Area. No discussion of program, but see IX.A.1. below.

d. MOUG. There was discussion of the timing for joint MLA/MOUG sessions. The board was in favor of starting with the 1992 conference while the current program chair and MOUG chair are in

place. Later, it was announced that one joint MLA/MOUG session will be held in Baltimore. The issue of registration fees was not resolved. The board wondered how AMS, SEM, and CMS registration fees are handled when those organizations meet together.

6. Publications.

a. Technical Reports. The board passed around newly-issued TR 18, *Careers in Music Librarianship*.

b. NOTES. Michael Ochs.

(1) A-R Editions will publish NOTES beginning with the June 1991 issue. Ochs acknowledged the help of Susan Dearborn with negotiations. Service was the deciding factor in the decision to change publishers.

(2) Ann Basart has resigned as Book Review Editor and a search for her successor has begun.

(3) The December issue, at 340 pages, is the largest ever. Contributing to the size were the Index to CD and Record Reviews and an unusually large number of book reviews. Ochs cited the tremendous job Basart has done in getting caught up with book reviews.

(4) The fate of the Index to CD and Record Reviews has not been decided. The committee charged to examine that feature is compiling responses to their survey. The proposal for a video review column will be considered after the CD and record review index decision is made.

Board members expressed appreciation for the many short reviews, which were found to be helpful in selection. Long, scholarly reviews are appreciated as well.

c. Index Series.

The board discussed Deborah Campana's recommendation for number 26 in the series. The board was enthusiastic about the proposal and views the work as a potential good seller that could be marketed outside of the series. It was moved by Ross Wood, seconded, and unanimously carried that the board accept Deborah Campana's recommendation that Charles Croissant's *Opera Performances in Video Format* be published in the MLA Index and Bibliography Series.

Later, it was announced that a proposal for an index to bibliographies in progress, including those in electronic form,

had been received and is under consideration for the series.

d. MCB. Elizabeth Gamble has resigned as editor in order to focus her energy on producing the cumulated index. Nancy Nuzzo will chair a search committee for her successor.

B. Special Committees.

1. Ad Hoc Committee on 60th Anniversary Commission.

Sommer expressed thanks for the work of this committee and composer Bruce Adolphe.

There was discussion of a follow-up piece on the commission for the Newsletter. Roberts agreed to work on it; Gottlieb will send copies of the local review and preview article to Farrington and to the archives. Sommer will thank Anna Thompson. The availability of Triskelion on rental from MMB Music should be promoted; MLA members could be urged to push MMB to publish the work. It was suggested that budgets for future commissions should commit a sum to publication.

2. Administration. No report.

3. Awards.

a. Publication prizes. The board reviewed a report from committee chair Harold Diamond and was enthusiastic about the recommendations. Nina Davis-Millis moved that the board accept the Publication Awards Committee's recommendations for the three awards. The motion was seconded and carried unanimously. Awards are as follows.

(1) Vincent H. Duckles Award: Hans-Joachim Schulze and Christoph Wolff. *Bach Compendium: Analytisch-bibliographisches Repertorium der Werke Johann Sebastian Bachs*. Leipzig: Edition Peters; Frankfurt, New York: C.F. Peters, 1985-1989.

(2) Richard S. Hill Award: Gillian B. Anderson. "Putting the Experience of the World at the Nation's Command: Music at the Library of Congress, 1800-1917." *Journal of the American Musicological Society*, 42 (1989): 108-149.

(3) Eva Judd O'Meara Award: William Kraft. "Stravinsky, *Histoire du Soldat*, ed. by John Carewe & James Blades, *NOTES*, 46, no. 1 (Sept. 1989): 212-216.

b. Walter Gerboth Award. The board reviewed a report from committee chair Maria Calderisi recommending that an award of \$1000 be granted to Alan A. Green in support of his work towards the publication of a bio-bibliography of American composer Allen Dwight Sapp. Nina Davis-Millis moved that the recommendation be accepted. The motion was seconded and carried unanimously.

Two award recipients were not at the conference and Sommer designated acceptors for those awards. She noted that this action does not necessarily set a precedent.

Board members felt that the Gerboth Award needs more publicity, and that the committee should summarize the applications in its report. It was also noted that more than one award may be given.

4. Bibliographic Control. No report. See X.A.a. below.

5. Legislation. No report. See IV.4. above.

6. Preservation. No report.

7. Reference and Public Service. Mark McKnight, Chair of the Information Sharing Subcommittee, has agreed to summarize MLA-L correspondence for the Newsletter.

8. Resource Sharing and Collection Development. John Roberts stepped down as chair and Daniel Zager was appointed the new chair. Zager is willing to take on the basic list project and move the committee in new directions. Later, it was announced that Elizabeth Davis has agreed to take responsibility for part of the basic list.

9. Search Committees.

a. Publicity Officer. The search committee interviewed four candidates. Dale Hudson, chair, read the committee's report recommending Richard E. Jones for the position. Hudson noted that Jones has proposed an ambitious program to increase the visibility of MLA, which supports one of the strategic goals set by the board in June 1990. It was moved by Joseph Boonin, seconded, and unanimously carried that the board accept the recommendation of the

search committee. The board thanked Hudson and the other members of his committee, Dawn Thistle and Christine Hoffman, for a job well done.

b. Assistant Convention Manager. Sherry Vellucci is chair of the committee; Martin Silver and Rick Jones are the other members. Vellucci has reformatted the job description submitted by Chris Hoffman into a job notice. The committee will send candidates written questions and ask for written replies. Vellucci felt there was some vagueness about the term of office for both the assistant and full position. Roberts said that Hoffman will be convention manager through the 1992 meeting. He noted the need for a skilled and hard-nosed negotiator. Vellucci hopes to have a recommendation for the board's consideration at the June meeting.

VIII. Round Tables. Round tables were discussed in the context of conference planning (see VII.A.5.a. above) and Finance Committee (see VII.A.3.a.(5) above).

IX. Special Officers.

A. Convention Manager. Christine Hoffman.

1. 1993 meeting. The board reviewed Hoffman's report on Bay Area sites. Uncertainty exists on two points: whether ARSC will meet with us, and how program changes will affect meeting space requirements. Hoffman fears the meeting space at Cathedral Hill Hotel will be inadequate if we meet with ARSC. She has not visited the Hyatt Regency in Oakland. Their proposal raised questions about use of Convention Center space for exhibits, though intimations of a new agreement between the hotel and convention center raised hopes that it might work in our favor. The following points were raised during discussion of a meeting in Oakland: the presence of several overflow hotels can be used as a bargaining chip for lower rates; local arrangements would need to take special care with the list of nearby restaurants because the available diversity is not readily apparent; if the proximity to downtown San Francisco is promoted, the schedule should be adjusted to allow people time to get there and back. Concern was expressed about the Local Arrangement Committee's support of an Oakland meeting, though it was noted that Oakland was included in the original proposal.

The board was supportive of a joint meeting with ARSC and felt that a decision should be made soon to aid in planning.

It was moved by Don Roberts, seconded, and unanimously carried that the board authorize Christine Hoffman to negotiate with the Hyatt Regency in Oakland and the Oakland Convention Center on MLA's behalf and submit her recommendation for the board's approval.

The board will be polled before the June meeting.

2. 1994. A decision on a site was postponed until the June meeting.

3. 1995. The board will consider an invitation from Atlanta at the June meeting.

The board thanked Hoffman for her hard work, citing her "confidence, verve, panache, and style."

B. Placement Officer. The mentoring program was implemented on a trial basis for the Indianapolis meeting. Paula Matthews will be asked to submit a report evaluating the program by October.

C. Publicity Officer. Christine Olson, Publicity Officer, did not attend the Indianapolis meeting but sent the MLA exhibit. Olson will do publicity for the awards made in Indianapolis before turning over the position to Richard Jones. It was noted that the list of publications advertised in NOTES needs to be updated. [See also III.5.e. above.]

Sommer will send copies of the citation text and publication and Gerboth award recommendations to Olson.

X. Representatives, Joint Committees, etc.

A. ALA.

1. CC:DA. The board reviewed a report from Jennifer Bowen, MLA liaison to CC:DA. Swanekamp and Cassaro provided background on multiple versions and MLA's position on the issue. MLA's contribution to CC:DA deliberations illustrates the importance of representation on national library committees and the ongoing need to identify MLA members with the intellectual and political

skills to continue MLA's excellent representation.

Davis-Millis expressed concern about the status of music cataloging positions and the need for catalogers with expertise and commitment. Vellucci noted the commercial use of cataloging for purposes other than access, and predicted that cataloging will have an impact on areas such as collection analysis and development. Sommer commented that this is a positive spur to cooperative arrangements with MOUG and impacts our strategic goals. Gottlieb cited a need for non-catalogers to be exposed to these issues and national trends.

2. Other. The board reviewed a report from Brenda Chasen Goldman, MLA Representative to ALA. Sommer feels we are getting our message through to ALA in the areas of preservation, public libraries, and sound recordings. ALA is willing to offer program space but not sponsorship of workshops.

B. MLA/MPA Task Force on Music Publishers' Archives.

Kent Underwood is coordinator of the task force. MLA representatives are Wilma Cipolla, Dena Epstein, Bruce Wilson, and Mary Davidson; MPA representatives are Sylvia Goldstein, Bernard Kalban, and Lynn Sengstack. Another MPA representative may be appointed to the task force.

The task force will examine the entire problem of music publishers' archives and preserving access to them.

Papakhian was reminded to add the task force to the administrative structure under "MLA/MPA Committee".

C. NISO. Discussed in the context of Finance Committee (see VII.A.3.a.(1) above).

D. RILM. No report.

E. AMS/Joint Committee on RISM. Sommer reported that John Roberts is the new chair.

F. CNLIA. Kathleen Haefliger is the new president of the association.

XI. New business.

A. Harvard University Library proposal.

The board reviewed a letter from Kenneth E. Carpenter, Harvard University Library, inquiring whether MLA would care to distribute non-subscription copies of the Spring 1991 issue of the Harvard Library Bulletin, which will be devoted to papers of the 1989 symposium "Music Librarianship in America."

Board members expressed reservations that the number of extra copies suggested in the letter, 800, was too high. There was feeling that MLA could help advertise the issue without becoming involved in distribution. There was concern whether Harvard would distribute extra copies without MLA's help. The sense of the board was that MLA has a professional interest in the publication, that we will want to be able to refer to it, work with it, and have access to it.

Michael Ochs reported that Harvard University Press would distribute copies if we decide not to accept their offer, and that quantity and price are negotiable if we do. Walker asked how long the issue would remain in stock and available if we don't; Ochs felt it would stay in print for a long time. Board concern centered on the non-MLA status of the publication and the lack of a model for distributing publications that are not ours.

It was moved by Joseph Boonin, seconded, and unanimously carried that MLA decline Harvard University Library's offer of a number of copies of the Spring 1991 Harvard Library Bulletin for distribution.

[After the meeting, it was learned that Harvard University Press would not distribute extra copies; the board was polled and the vote was six in favor of MLA distributing the volume through Academic Services, one opposed, and one maybe. Roberts, Sommer, and Nuzzo felt that was a strong enough mandate to proceed. This emergency action will need to be ratified at the June board meeting.]

B. Honoraria.

The board reviewed all honoraria. It was noted that the compiler of the index to CD reviews is doing a job comparable to the review editors; the board felt that the Finance Committee should take that into consideration. It was moved by Dale Hudson, seconded, and unanimously carried that there be proportional increases in honoraria paid to Special Officers. It was moved by Joan Swanekamp, seconded, and unanimously carried that the Finance Committee may consider moderate increases in honoraria for the MCB and Newsletter editors.

Vellucci suggested that a committee be established to examine the positions of executive secretary, treasurer, and convention manager, and positions that might be part of the future structure of MLA (e.g., investments officer), and considered a combined paid position. There was feeling that MLA's expectations from these positions are growing, and that there is some urgency regarding reorganization. It was agreed that the topic will be discussed at the June meeting in preparation for possible action in October.

C. MLA-L clearinghouse. See III.8. above.

D. Next meeting. The board will meet May 31-June 2 at Juilliard.

Mid-way through the meeting, a motion of thanks to retiring members Theil, Hudson, and Davis-Millis was made by Joseph Boonin, seconded, and carried by acclamation. The board thanked Jane Gottlieb for an excellent program and thanked Sommer for her leadership as president.

The meeting was adjourned at 11:22 a.m., Sunday, February 17, 1991.

Submitted by Nancy Nuzzo, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

The full board will receive minutes of Finance Committee meetings and copies of the full budget rather than the summary form.

Appendix II. List of actions to be taken.

Action	By whom	By when
1. Issue a separate list of Board addresses [III.2.]	Papakhian	June
2. Add address of MLA Archives	Papakhian	soon

to Admin. Struct. [III.2.]

3. Ask Henderson to break out honorary members [III.3.] Papakhian June
4. Bring copies of the Library School Directory to conference [III.5.c.] Papakhian Feb. 1992
5. Adjust inventory and notify Jones [III.5.e. and IX.C.] Papakhian soon
6. Establish clearinghouse Papakhian June
7. Ask Freeman to contact Rabson; ask Rabson to revise survey [IV.2.] Sommer soon
8. Consider fiscal aspects of NASM joint task force [IV.3.] Finance Committee June
9. Discuss Special Achievement Award in Newsletter column [V.2.] Roberts soon
10. Issue publicity release re: Special Achievement Award [V.2.] Roberts/Jones June
11. Write letters [V.4.] Sommer/Roberts soon
12. Seek recommendation from Dev. Committee [VII.A.1.] Roberts June
13. Move money [VII.A.3.b.(2)(a)] Walker per sched.
14. Select a money market fund [VII.A.3.b.(2)(b)] Finance Committee soon
15. Investigate "sub-advisor" [VII.A.3.b.(2)(c)] Finance Committee soon
16. Address conference budgeting in letter [VII.A.5.a.] Swanekamp spring

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| 17. Appoint Goudy [VII.A.5.a.] | Roberts | soon |
| 18. Follow up on commission [VII.B.1.] | Roberts/Gottlieb/
Sommer | soon |
| 19. Decide about meeting with ARSC [IX.A.1.] | Roberts | soon |
| 20. Distribute copies of award, etc., texts [IX.C.] | Sommer | soon |
| 21. Add MLA/MPA Task Force to Admin. Structure [X.B.] | Papakhian | soon |
| 22. Ratify emergency action [XI.A.] | Board | June |
| 23. Discuss reorganization of some positions; take action [XI.B.] | Board | June/
Oct. |