

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

New York, New York, 31 May - 2 June 1991

Friday, May 31: 2:00-6:00 p.m.; Saturday, June 1: 9:00 a.m. - 1:00 p.m., 2:00-6:00 p.m.; Sunday, June 2: 9:00 a.m. - 12:00 p.m.

Present: Joseph Boonin, James Cassaro, Jane Gottlieb, Nancy Nuzzo, Ralph Papakhian, Don Roberts (presiding), Susan Sommer, Joan Swanekamp, Sherry Vellucci, Diane Parr Walker, Ross Wood.  
Guest: Christine Hoffman (VII.A.5.b.2., IX.A.).

I. Recording secretary's report.

The minutes of the meeting of February 12-17, 1991 (Indianapolis) were approved as written.

II. Treasurer's report. Diane Parr Walker.

Walker distributed a 1990/91 Fourth Quarter-to-Date financial packet including the Operating Budget Report, Supplemental Income Report, Investment Accounts Report, Awards Budget Report, and Supplemental Income Four Year Comparison Report and Endowment Accounts Accumulated Principal Report.

1. Review of 1990/91 budget to date.

a. Income is at 84.9% of the budgeted level.

(1) Dues are at 98.9% and will probably reach budget.

(2) Sales are at 82.9%. Low income for the MCB and Index Series is balanced by low expenditure.

(3) Meeting income is at 67.8%. There is a \$1550.57 deficit (expenditures are at 70.4% of the budgeted level). This is the first time in several years we have budgeted so closely on the convention and the first time in several years we have not seen a surplus.

(4) Placement income may reach budget if renewals go

out soon.

b. Expenditures are at 78.7% of the budgeted level.

(1) Management services are at 76.2%; another \$8-10,000 may be spent during the fourth quarter.

(2) Program expenses are at 110.9% of budget, principally because of the expense of acquiring tote bags for the Development Committee's Gerboth fund-raising campaign premium.

(3) Other member services are at 58.9%. Will see additional expenditures for NISO dues and publicity.

(4) Publications are at 83.6%; another \$2,000 in MCB and Newsletter expenses is expected during the fourth quarter.

c. Prediction: MLA may end the year evenly balancing income and expenditures without eating very far into the surplus.

## 2. Supplemental Income.

a. Contributions. No general contributions received after the first quarter. Total for year to date is \$365, down from 1989/90 general contributions of \$595.

b. Royalties from ALA, UMI, and Da Capo total \$654.18, compared with \$681.22 in 1989/90.

c. Gerboth fund. The Development Committee campaign at the Indianapolis conference raised \$4,625; \$210 has been received since the conference up to May 28; \$145 received on May 28 is not reflected in these figures.

d. Interest. A new line has been added for Treasury Bill interest; the \$857 shown is the total refund received on the purchase of \$60,000 in T-bills. Interest income in 1990/91 will at least equal 1989/90 interest of \$10,149.45.

e. Endowment fund contributions. There were no additions during the third or fourth quarters to date.

## 3. Investment Account Reports.

a. Money market fund. The interest rate on April 30, 1991, was 5.89%, compared with 7.52% on May 31, 1990. Per the board's decision in February, \$60,000 was withdrawn from the money market fund for the purchase of Treasury Bills.

b. Managed growth fund. Walker transferred \$2,000 from checking to this fund for special endowment contributions received during the second quarter. Unlike the past few years, no dividend distributions were received in April or May. As of April 30, 1991, MLA holds 7333.215 shares at \$27.35 per share, for a total value of \$200,563.43.

c. Treasury bills. Walker purchased three \$20,000

T-bills over a three-month period. Each T-bill will roll over for eight ninety-day periods; \$20,000 will be available for liquidation every month. Refund payments, shown on the Supplemental Income Report, average a yield of 5.71% if projected over 12 months.

#### 4. Awards Budget.

Awards have been paid. Walker added a line in the budget to calculate half of the refund received from Treasury Bills (awards budget income has been 50% of the interest earned on the money market fund; \$60,000 was taken from that fund to buy T-Bills). The interest earned to date is \$1,513 over the amount needed to fund the awards this year.

#### 5. Supplemental Income Four-Year Comparison.

The results of the Gerboth fund drive are apparent in the increase in overall supplemental income in 1990/91 over the previous two years.

A question about royalties was raised. Royalties come from ALA, UMI, and Da Capo. Half of the Da Capo royalties are distributed by MLA to the authors and show up in budget line 11.02. There was discussion about the tiny amounts on these checks and the possibility of tracking them until they totalled a more significant amount, or having Roberts ask the authors to consider turning over royalties to the Gerboth fund. Boonin noted that royalty checks in amounts over \$10.00 must be documented by a 1099 form.

#### 6. Endowment Accounts Accumulated Principal.

Endowment principal now totals \$11,670: \$4,000 in special endowments and \$7,670 in the Gerboth fund. Annual interest on the Gerboth fund, at a rate of 5.89%, is \$451.76.

A motion by Joseph Boonin to accept the Treasurer's report was seconded and carried unanimously.

### III. Executive Secretary's report. Ralph Papakhian.

Papakhian distributed a packet containing membership information as of April 30, 1991; sample pages from the American Association for the History of Medicine, Inc., Membership Directory; and the Policy for Establishment, Continuation, and Termination of Research Centers, Institutes, Workshops, and Other Non-Instructional Programs at Indiana University-Bloomington.

1. Administrative Structure. There have already been some changes to the version printed in the 1991 edition of the Membership Directory. The current version will also be stored on the MLA-L FILELIST or be available for mail distribution. The truncated version will appear in the September issue of NOTES. It was agreed that Roberts would check the proofs for that version.

2. Membership is remaining stable, but there is a downward trend. Papakhian went over the April 30 report, which provides the most accurate information about MLA membership from year to year. The list of recipients of gratis subscriptions has been reviewed and found to be a good list. Papakhian noted that the number of gratis subscriptions sent to honorary members can be found by checking the "Life" membership category, all of whom are honorary members. Papakhian has processed 28 personal memberships since the Indianapolis meeting. The process of reporting new members to the past president was interrupted during the preparation of the membership directory. Papakhian mentioned that he sends the names of new members to Ruth Henderson for IAML.

3. MCIMAIL. It is working well and board members noted that it is easy to use. The board expressed satisfaction with MLABD-L; Roberts noted that we are pioneers in this area and reminded the board to save printouts or files of e-mail for the Archives.

4. Publications:

a. About 77 brochures have been mailed since the Indianapolis meeting.

b. Membership directory. The directory has been completed and includes a section with individual members arranged by state. Printing costs were about \$500 more than last year because of extra pages and inflation. The board looked at the directory sample in the packet and a recent ARLIS directory. Papakhian has not received a quote from Jim Henderson for producing an ARLIS-like directory. Board members felt that the state-by-state arrangement in the new directory was helpful. It was suggested that institutional addresses be included for individuals. Papakhian noted that the database and forms for collecting data would have to be reconfigured if that information is to be included. The fiscal implications of collecting, processing, and publishing information were noted. [See also VII.A.5.e.(4) below.]

c. Library School Directory. A total of 47 copies have been sold. Papakhian asked whether more copies should be printed when his stock is depleted.

d. New membership application cards were printed. These are distributed with brochures and some were sent to Rick Jones.

e. Inventory. Technical Reports 1, 2, and 4 were removed from inventory. NOTES volume 44 was also removed from inventory. Monthly storage fees are now at the minimum charge.

f. Harvard Symposium. Michael Ochs has requested an overrun of 1000 copies of the volume; MLA has ordered 400 copies at \$14 each. An ad will appear in the June issue of NOTES. There was some discussion of the sale price of the volume and whether jobbers should be offered a discount. [See V.1.b. below.]

5. Academic Services. Everything seems to be in order from Papakhian's perspective.

6. Contributors. Seven contributors have given a total of \$215 to the Gerboth Fund since the Indianapolis meeting. Papakhian and Walker questioned a \$5 discrepancy in their totals.

7. MLA-L. There are now ca. 375 subscribers. Various files and documents have been stored and apparently are being used by participants. This feature also works from MCIMAIL.

8. MLA stationery. New stationery (without the board sidebar) has been ordered. MLA notepads have also been ordered.

9. MLA Clearinghouse. Referring to the Indiana University policy for establishing non-instructional programs, Papakhian indicated that perhaps this was an inappropriate way to proceed. All he needs is an External Agency Agreement in order to maintain a pass-through account; he asked whether MLA would be willing to continue the present agreement after his term as executive secretary expires. It was moved by Nancy Nuzzo, seconded, and unanimously carried that MLA grant Ralph Papakhian permission to continue the External Agency Agreement with Indiana University after his term as Executive Secretary expires, in order to maintain the pass-through account and continue operating the MLA clearinghouse. The board expressed its support for Papakhian to continue, as a personal project, the electronic clearinghouse activities which he has established during his term as executive secretary. Papakhian will

occasionally place notices requesting materials for the clearinghouse; he expects it to contain committee reports, draft reports, local studies, the library school program directory, term papers, chapter papers, and possibly papers of the Northwestern University conference on bibliography, if these are not published. [See also VII.A.5.d. below.]

10. Draft 1991/92 calendar. A few changes were made to the draft previously distributed. A decision about dates for the June 1992 board meeting will need to be made in February 1992, when incoming board members are present. It was decided that Roberts will communicate the results of the election to the NOTES editor.

11. Board directory. Papakhian will compile from responses to his message on MLABD-L.

12. Honorary members. Madeline Duckles has been added as a life member. Virtually all of our life members, reported by Jim Henderson, are the honorary members (life membership has not been an option for many years).

The board accepted the report of the Executive Secretary.

#### IV. Past President's report. Susan Sommer.

Chapters have been in touch with Sommer regarding changes in officers. A question arose regarding awards made to the Northern and Southern California Chapters for the preparation of a directory of music collections in California. A grant of \$500 was made in fiscal year 1989/90 to assist with initial costs of gathering information. Consideration of a request for \$1000 to cover production costs during 1990/91 was to be deferred until the budget for that fiscal year was formulated; evidently no request was made at that time.

Sommer read a letter from Ann Viles, program coordinator for a joint meeting of the Chesapeake and Southeast Chapters, requesting \$500 to support special programs for the meeting on October 24-26. Sommer suggested that this be paid out of the 1990/91 budget. It was moved by Susan Sommer, seconded, and unanimously carried that \$500 be awarded to the Chesapeake and Southeast Chapters for expenses incurred at their joint meeting in Chapel Hill. Sommer will notify Viles.

V. President's report. Don Roberts.

1. Recent business.

a. Roberts went over a list of new appointments to committees (all are in the membership directory edition of the Administrative Structure) and noted the appointment of Ned Quist as assistant convention manager. Alan Green and William Kraft wrote letters of thanks for awards made in Indianapolis.

b. Harvard Symposium volume. It was moved by Susan Sommer, seconded, and unanimously carried that the board ratify action of the executive committee in approving the purchase for sale, of issues of the Harvard Library Bulletin containing proceedings of the symposium Music Librarianship in America, to be sold by MLA for \$22.00 to non-members, with a 10% discount for members. This action does not set a precedent but furthers MLA's purpose to promote the profession of music librarianship.

There was discussion of whether a discount should be offered to jobbers. It was noted that jobbers are offered a 20% discount on IS and TR titles, but that the symposium volume is not "our" title and could be called a "net item." It was moved by Joseph Boonin, seconded, and unanimously carried that jobbers not be granted a discount on this title.

c. Roberts received a note from Rick Jones asking whether MLA has ever placed its publications with jobbers, and if it is all right for him to explore the issue with jobbers he sees at ALA. Jones feels MLA's publications might get broader distribution if they are put on approval plans. The sense of the board was that it is okay for Jones to explore this topic and come back with a formal proposal for the fall board meeting.

d. Two new search committees are being formed. One, for an executive secretary, will be chaired by Nina Davis-Millis. The other, for a Newsletter editor, will be chaired by Susan Sommer. Both will post announcements in the fall and interview and make a recommendation in Baltimore.

e. Roberts received a letter from Donna Sanzone of GK Hall inquiring into the possibility of publishing another supplement to the Index to Record Reviews, cumulating some of the MLA Bibliography Series and/or Technical Reports, and expressing interest in Margaret Ericson's Women & Music bibliography.

f. There is no new relevant information regarding the White House Conference or the Coalition for a National Research and

Educational Network.

2. Special Achievement Award. Action will be needed at the September meeting if an award is to be made in Baltimore. There was discussion of whether the award should be named. Board members in favor of naming it cited the increased interest in the publications awards after they were named. Recipients seem to like named awards. William Weichlein's name was proffered as an appropriate name for this award. Board members opposed to naming the award felt that it should reflect service to the organization. There was little support for naming the award for a donor. Discussion was deferred to a later time. It was suggested that the board look at how other organizations handle awards.

During the preceding discussion, board members noted the publicity given to the recent awards and agreed that more emphasis should be placed on the citation, MLA's highest award.

VI. Parliamentarians' report. Joseph Boonin and Sherry Vellucci.  
No report.

VII. Committees.

A. Standing Committees.

1. Development.

The Development Committee continues to be active. A short term goal is to finish the Gerboth fund raising campaign by the end of the Baltimore meeting. Presentations have been made at chapter meetings. Roberts will approach a few people who may be able to make large contributions. The committee's mid-term goal is to endow the publication awards. It would be especially appropriate to have an endowment campaign for the Duckles award in 1993, when MLA meets in San Francisco; a fund-raising chamber concert performed by Duckles' children and grandchildren was suggested. For the long term, the committee's goal is to set up a development program seeking bequests to MLA.

The status of the revised brochures was questioned.

The board discussed the committee's 1991/92 budget request of \$1,000 to fund travel and the fee for a development consultant to meet with the board and the committee chair. Board members felt that the proposal was vague, and that the committee should take its direction or focus from goals already set

by the board. It was suggested that the committee should meet and propose something more specific, and meanwhile work on the Gerboth and Duckles campaigns and the brochures. The sense of the board was to deny this request for funding.

## 2. Education.

The Education committee is working on the Baltimore pre-conference, the "Ask MLA" sessions, and continuing education courses.

## 3. Finance. Joan Swanekamp.

### a. Budget.

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

6.04 Convention Management	\$165.38
7.04 Development Committee	\$2,444.22
7.16 MLA/MPA Joint Committee	\$377.05

(2) The board unanimously approved the Finance Committee recommendation that half of the interest from the short-term investments be reserved to cover awards. Previously, half of the Calvert money market fund interest was reserved; a change in wording was needed to reflect the diversion of short-term funds from Calvert to T-Bills and other money market funds.

### (3) Proposed 1991/92 budget.

Swanekamp distributed copies of the proposed 1991/92 budget and reviewed main lines. Income is expected to increase by 3.4%, a more optimistic rate than previously projected. Honoraria for special officers and the MCB and Newsletter editors were increased 10%. Program expenses are higher. The board considered several requests for funding that the Finance Committee found problematic. [See VII.A.1., Development Committee; VII.A.5.b., Publications Committee; IX.C., Publicity Officer; X.B.1., MLA/MPA Task Force; X.C.2., NISO ANSI X3VI.M8 Committee.]

There was discussion of the budget needs of successive local arrangements and program committees. It was agreed that the place designations in their lines, 7.07 and 7.09, should be dropped and that chairs submitting a budget should consult with the

next year's committee to determine their needs for the period post-conference through June. Swanekamp will notify the San Francisco committees that there is a budget in place.

The Finance Committee turned down two round table requests for money for mailings because of an earlier board decision that round tables should communicate through the Newsletter. Requests by two round tables for money to pay speakers were denied; such requests are to be handled by the Program Committee through the convention budget, not through the round table's operating budget.

It was recommended that a line for clerical assistance for the Assistant Convention Manager, line 6.04222, be added.

The Finance Committee motion that the board approve the proposed 1991/92 operating budget carried unanimously. It was noted that there will be a deficit in 1991/92, as planned. Board members were happy to see program expenses going up, though one asked whether there will be a point at which MLA's goal will be to maintain programs at then-current levels. Roberts will discuss the budget in a future column, noting the deficit, rise in program expenses, and the inevitable dues increase. The board felt that the membership would appreciate a Newsletter article on fiscal matters; Swanekamp and Walker will work on it.

(4) The board unanimously approved a Finance Committee recommendation for the addition of an Awards Budget line for the Special Achievement Award, line 2.03, in the amount of \$500.

(5) The board unanimously approved a Finance Committee recommendation for an awards budget of \$2,350.

b. Investments.

(1) As a result of the Investments Subcommittee's concern about MLA having all its short-term investments in one place, Treasury Bills were purchased in March, April and May.

(2) The funds remaining in the Calvert Money Market Account were to be split between that and another similar fund. The Finance Committee identified five funds and will ask the Investments Subcommittee to review them and make a recommendation by the fall board meeting. The subcommittee will be asked to compare the funds on significant points such as social responsibility.

(3) The Finance Committee turned down a request by the subcommittee for funds to meet with the Finance Committee in the fall. The board was not in favor of a changing role for the

subcommittee and felt that their current role as a review body was appropriate.

#### 4. Program.

##### a. 1992. Baltimore.

(1) The board reviewed Beth Christensen's progress report and preliminary schedule. Initial difficulties with the new program format have been resolved. Responding to questions posed in Christensen's report, the board was in favor of plenary sessions lasting for one hour and forty-five minutes, with a fifteen minute break before the next meetings. Board members mentioned the need for internal breaks to allow the audience to stand up and stretch. Addressing the plenary sessions, the board was in favor of more imaginative titles for papers in Session I, World Music and the Music Library. For Session III, Baltimore's Music, the board favored letting the Local Arrangements Committee decide if, when, and how to include a performance of the H.N. Gilles Mass in the program.

(2) The board discussed the list of topics proposed for the "Ask MLA" sessions and felt that more informative titles should be used. The board was in favor of including topic #2, understanding and getting involved in MLA, as the first "Ask MLA" session. It was suggested that Roberts moderate the session and that Sommer, Coral, and Papakhian be speakers, with current board members attending. The board liked the idea of having a young member of MLA in the audience who could speak about his/her personal experience of getting involved in MLA. It was suggested that Paula Matthews should be in the audience, and that this session should be pointed out to attendees of the first timers' reception on Wednesday night.

The board favored the inclusion of topic #3, enhancing collection development in the era of tightening budgets, and expanding it to include all areas of music acquisitions for the beginner et al. Board members cited the free-fall budgeting aspects of music acquisitions as a result of not knowing the number of volumes to be received on a standing order. Daniel Zager was suggested as a possible moderator for this session; speakers or "plants" might include Linda Blotner, Neil Ratliff, James Coover, Carol Tatian, Robert Evanson, David Nuzzo, and Harold Samuel.

The board suggested inclusion of a broadened version of topic #4, to be called Reader and Access Services, that

would address charging for services, restrictions on the types of reference questions that are answered, and the conflict between administrators and the service-based ideals of the reference staff. Mary Davidson was suggested as a possible moderator; Jeannette Casey was suggested as an audience "plant"; Eileen Dolan-Heitlinger, Anita Bealer, John Roberts, and James Pruett were also suggested.

Noting the amount of MLA-L mail on cataloging questions, the board suggested the inclusion of a fourth "Ask MLA" session at 1:00 p.m. on Saturday on topic #10, cataloging. The topic seems to be a "natural" for this format. It was suggested that questions could be submitted in writing.

For all "Ask MLA" sessions, the board was in favor of guarding against too much structure, and of pointing out the accessibility of "giants" in MLA. The board did not favor the inclusion of topic #8, overcoming stereotypes, at this time. Topic #5, on-the-spot preservation tactics, was thought to be too restrictive for this type of session; some board members felt that topic #7, cooperative planning, has been done to death. There was some support for topic #9, communication between public services and technical services.

(3) Christensen asked for board guidance on the question of limiting the number of times a committee can meet. She has accommodated all requests this year, but as scheduling becomes more difficult, the program chair is put in the position of placing limits without guidance from the board. The consensus of the board was that committees, etc. should be limited to two scheduled meetings but that they are free to arrange additional times on their own. Sunday morning was suggested as a good time for additional meetings to be scheduled. Roberts will address this issue in an upcoming column and in Baltimore so that committees get accustomed to the idea. The board felt it was helpful to meet in February with the program chair of the upcoming conference.

The board supported Christensen's decision not to schedule meetings requested by a chapter and a runner's group.

While reviewing the schedule, board members were happy to see working groups scheduled on Wednesday. It was suggested that tours scheduled for Wednesday should be listed in the program.

(4) There was extensive discussion of the budgeting process for the program and the need to distinguish for committees the difference between operating budgets and the program budget. Committees should not be lead to expect approval of

proposals; those that are well-formed are more likely to be considered. The program chair needs to know if a session involves honoraria for speakers. This topic should be addressed at the Fiscal Officers' breakfast. Higher registration fees might be a consequence of having many sessions requiring honoraria; this aspect might be addressed in comments on the new format during opening and closing sessions in Baltimore. It was suggested that the June Program Committee report should flag sessions that require honoraria.

b. Baltimore preconference.

The preconference appears to be well organized. It was noted that the budget should go to the convention manager.

c. 1993, San Francisco. No discussion of program, but see IX.A.2.a. below.

d. Joint meetings. For 1993, the Sonneck Society has not heard yet whether their application to meet at a state-run conference resort has been accepted. ARSC is interested in "piggy backing" with us; most of their members would probably opt for low-cost accommodations. ARLIS will be winding down at the Westin St. Francis Hotel as MLA gears up. There would be an opportunity for the MLA and ARLIS boards to meet and discuss a possible joint MLA-ARLIS meeting. Other possibilities include a joint session bridging the two conferences on a topic of mutual interest, such as acoustics or thesauri; a preconference on a topic of mutual interest, joint tours of Bay Area sites, and providing materials for cross-registration. The consensus of the board was that we should keep all avenues open with all groups, and advise the program chair to explore linkages.

## 5. Publications.

a. Technical Reports. The board can expect proposals for four new numbers in September. A request by the editor to increase his honorarium was denied because of a policy decision to review honoraria at the annual meeting; this honorarium was not among those recommended for an increase at the 1991 annual meeting.

b. NOTES.

(1) The board turned down a request by Michael Ochs to increase honoraria for the book and music review editors. It had

been decided in February 1991 to keep these honoraria at \$500. Ochs also requested an honorarium for the compiler of the index to CD reviews. It was moved by Sherry Vellucci, seconded, and unanimously carried that the board approve an honorarium of \$500 for the compiler of the index to CD reviews.

(2) Index to CD and Record Reviews proposal. The board reviewed a proposal prepared by Christine Hoffman, chair of the ad hoc committee charged with examining the use of the column, and results of a survey taken by the committee. The board assumed that the survey results include comments conveyed by other means as well. Earlier, Hoffman had spoken briefly about the proposal, noting that the recommendation of the committee was to continue the index in some form, but that the method of compilation is cumbersome and it is time to convert it to an electronic format. The board felt that the proposal to convert the index was not appropriate for MLA to pursue, but agreed that the column should continue in some form. The following motion was made by Susan Sommer and seconded: Recognizing the value of the Index to CD and Record Reviews in NOTES, the board urges the NOTES editor and the Publications Committee to make all appropriate efforts to find a suitable successor. The motion carried with seven votes for and two against. Roberts will convey to Ochs the board's suggestions to place a notice soliciting a new compiler in the column itself, look for a compiler in organizations such as ARSC, and explore the possibility of commercial sponsorship by a publisher.

The board admired the punctuality, good looks, and mailing envelope of the June issue of NOTES.

c. Index Series.

The Croissant volume is due in the fall, and another proposal is in the works. The board turned down a proposal by James Coover and Carol Bradley for a fifth edition of the Checklist of Music Bibliographies and Indexes in Progress and Unpublished because the proposal included a request for funds to complete the research. The board agreed that a new edition of the checklist would be useful.

d. Newsletter. Jim Farrington asked whether the list of "Currently-Available Committee, Chapter, and Round Table Publications and Services" could include MOUG publications. It was the feeling of the board that notices about MOUG publications could be included elsewhere in the Newsletter as general news items. It was suggested that the list should include items available from the

## MLA Clearinghouse.

e. Other. The board reviewed a letter from chair Ruth Henderson.

(1) Publications Committee involvement in publication of chapter directories. It was suggested that because "involvement" in this case means the dissemination of information about standards and other chapters' experiences, the chair could assume responsibility for this.

(2) AMS Reprint's role in distributing back issues of NOTES. AMS Reprints receives 100 copies of issues removed from inventory and sells them. No royalties have been received. Papakhian will investigate.

(3) Proposal for a cumulative index to NOTES, 2nd series, volumes 1-50. It was moved by Joseph Boonin and seconded that the board accept Karen Little's proposal for a fifty-year cumulative index to NOTES as a separate work. The motion carried with eight votes for and one abstention. The proposal will affect the NOTES budget in the year the work is completed.

(4) MLA membership directory. The Publications Committee recommended that the board appoint an editor for an expanded directory. Board members noted that an expanded directory would require a revision of the information cards used to collect data. The board felt that a group should study the situation and find out what information people want from the directory. It was felt that members of this group should have a sense of the practical requirements for producing the directory. Roberts will appoint an ad hoc committee charged to examine the enhancement of the membership directory and report to the board by June 1992.

## B. Special Committees.

### 1. Administration.

#### a. Statistics Subcommittee.

The board examined a draft of the survey that the subcommittee would like to test during the fall of 1991. Board members expressed concern about which twenty-four libraries will take part in the test of the survey and especially whether conservatory library data will be included. The board expressed hope that the libraries would be representative of all aspects of the profession. The board suggested removing the x's from boxes in section F.1.4. of the survey. Vellucci and Gottlieb will convey the

board's comments to Bill McClellan. It was moved by Ross Wood, seconded, and unanimously carried that the board approve the project with board input into the types of libraries included.

## 2. Awards.

a. Publications prizes. Roberts noted the receipt of a letter from William Kraft.

b. Walter Gerboth Award. The board enjoyed a letter from Alan Green.

## 3. Bibliographic Control.

a. Technical services administration discussion group.

b. Acquisitions interest group.

The board discussed a proposal from the BCC to form these two groups. The board felt that both areas were addressed by existing committees, but that the topics could benefit from more discussion. The board supported the establishment of round tables on these topics.

c. Ad hoc advisory group on the Art & Architecture Thesaurus musical instruments hierarchy. Brad Young proposed the establishment of a group to advise AAT about this hierarchy. The board questioned whether it is appropriate to form such a group unless it is in response to a request for help or supplies a clearly delineated need. There were questions about how this ties in with IAML projects and RIDIM, whether there is a time constraint for AAT, and whether the AAT people want our help. Board members felt this was a huge project for the time frame outlined. Roberts will contact Young for more details.

d. Other concerns. The board discussed a letter to Henriette Avram from MLA addressing LC's need to re-key copy cataloging until a new system is installed and tapes can be accepted. There was no response to the letter. The music library community is concerned about this waste of effort and the effect that a delay in LC computerization will have on format integration. The board agreed that it would be a good idea for Roberts to write a letter to Billington stating the music library community's concerns with waste and arrearages. Roberts will consult with Cassaro, Swanekamp, and Young.

While going over the budget, an increase in travel funds for MLA's representatives to ALA was noted with the board's recognition of the positive impact MLA's representatives have had, and how their participation raises the image of MLA.

4. Legislation. No report.

5. Nominating. Gordon Theil, Chair, welcomes nominations for vice president/president elect, recording secretary, and three members-at-large.

6. Preservation.

Sommer reported on the program and exhibit on the preservation of music materials being prepared for the ALA meeting in Atlanta. There will be no cost to MLA. The Preservation Committee is anxious for questions to be submitted to their Newsletter column, "Lasting Concerns."

7. Reference and Public Service.

a. Working Group on Reference Performance. The board considered and approved a request from Philip Vandermeer, Chair, to give this group subcommittee status and broaden its charge to include all aspects of reference interaction.

8. Resource Sharing and Collection Development. No report.

9. Search Committees.

a. Assistant Convention Manager. Sherry Vellucci, Chair, reported that the time commitment required by this position discouraged many potential applicants, including one with cows to milk. The committee was utterly delighted to have a grade A applicant in Ned Quist, who was recommended unanimously and without qualification. Quist brings experience as exhibits manager for the 1988 AMS meeting in Baltimore, and as local arrangements fiscal officer for the MLA meeting in Louisville. Vellucci has created a file with names of people who might be interested in the position next time around; she will send a copy to the Archives and mention it to Hoffman and Quist. The board sensed the spectre of professional management looming; Vellucci reported on a CNLIA survey on convention management which revealed that MLA places much

responsibility on its convention manager while other organizations place it on professional administrative management. Roberts sees that as a reflection of the professional calibre and dedication of MLA members. It was suggested that future searches could stress that this position, like several others in MLA, is a good opportunity for tremendous professional experience. [See also XI.A. below.]

b. MCB Editor. Nancy Nuzzo, Chair, reported on the search. The committee recommended Catherine Gerhart for the position, noting her experience on the Descriptive Cataloging Subcommittee and as editor of the Pacific Northwest Chapter's newsletter.

## VIII. Round Tables.

A. Film Music. The round table is in the process of renewing its term. Janet Bischoff is willing to chair it for the next four years, and has several ideas for future meetings.

## IX. Special Officers.

A. Convention Manager. Christine Hoffman.

1. Current concerns. Arrangements for the Baltimore meeting are progressing fine. Hoffman has turned over the exhibits to Assistant Convention Manager Ned Quist. Hoffman outlined proposed changes to the table fees charged to exhibitors. In the past, exhibit space was provided free to MLA as part of the hotel's package and the table fee was based on the conference registration fee and costs for rentals and shipping. At the Baltimore and San Francisco conferences, MLA will have to pay for exhibit space. Hoffman proposed having exhibits Wednesday through Friday only, and basing the table fee on the costs of space, rentals, and shipping, and not including conference registration in the fee. Exhibitors would register or not as they wish. The board agreed with these changes, and suggested opening exhibits at 6:00 p.m. on Wednesday.

Hoffman expressed her thoughts about the role of the convention manager in fund raising for conferences, which in the past has included funding for the opening reception and the registration folders. She is in favor of giving that responsibility to the Local Arrangements Committee, which is in a position to approach local institutions and businesses. Hoffman feels we should

not be soliciting funds from exhibitors; many of MLA's long-time friends are no longer in a position to contribute, and newer exhibitors haven't established that type of relationship with MLA. Hoffman noted that timing was also a problem; the convention manager had to solicit funds during the busiest stage of conference preparations. Discussing this issue later, the board noted that there is a misconception that fund raising is the primary ingredient in proposals for convention sites. That is not true, but fund raising should not be discouraged. The institutions and businesses that are approached would not contribute to MLA otherwise, and it is a good way for them to gain visibility. It was the consensus of the board that fund raising for conferences should be the responsibility of the Local Arrangements Committee. For San Francisco, the board was hopeful that Kevin Freeman's ties to local performing organizations might enhance fund raising.

The board was not in favor of building conferences around themes.

## 2. Future meetings.

a. 1993, San Francisco. A contract has been signed with the Westin St. Francis. MLA is getting an excellent rate and the rooms are nice. Hoffman reported that this decision has made the local arrangements people very happy.

b. 1994. The board was pleased to consider proposals from Kansas City, Missouri, and Dallas, Texas. It was felt that the proposals were very even. Board members recalled that MLA has not met in Kansas City since 1967. It was moved by Joseph Boonin and seconded that the board accept an invitation to meet in Kansas City, Missouri, in 1994, contingent on our ability to conclude satisfactory hotel arrangements. The motion carried with seven votes for and one vote against. (Someone was out of the room.) There was general agreement that Dallas was an acceptable second and the possibility of meeting there in 1997 was raised.

c. 1995. The board considered an invitation from the Southeast Chapter to meet in Atlanta. The board was curious about the constitution of the Local Arrangements Committee and requested that specific information about their function be communicated to them. It was moved by Joseph Boonin, seconded, and unanimously carried that the board accept the invitation to meet in Atlanta in 1995, contingent on our ability to conclude satisfactory hotel arrangements. Roberts plans to meet with Bill Coscarelli during ALA and will find out more about the Local Arrangements Committee.

d. Scheduling. Regarding concerns of the Organ Music Round Table and others about scheduling conferences on religious holidays, the board confirmed that MLA is sensitive to this issue but must work with a number of other overriding factors when scheduling conferences. The board noted that in 1994, Ash Wednesday is on February 16. The convention manager and local arrangements people will be informed that there is a concern, but to not let it be an overriding deciding factor.

#### B. Placement Officer.

Roberts called the board's attention to a notice in Library Journal announcing a mentoring program for the ALA conference in Atlanta. The board received Paula Matthew's report on the MLA mentoring program in Indianapolis. Matthews got a free listing for the MLA Placement Service in the Joblines column in American Libraries. There are eighteen new subscribers to the service.

#### C. Publicity Officer.

1. Plans. The board considered a request from Rick Jones for travel money to attend ALA and one other conference for the purpose of evaluating the effectiveness of MLA's exhibits and making new contacts. The board recalled that its mandate to Jones was to "get MLA noticed," and saw this as an opportunity for Jones to look at situations and offer recommendations for initiatives. The board approved a budget of \$1,200 for this travel: \$800 for ALA and \$400 for one other conference (CMS was suggested by board members). It was stressed that this was a one-time opportunity for Jones in terms of receiving travel funds from the board; he should not expect to receive such funds in future years. [See also V.1.c.]

The board considered Jones' interest in establishing a speaker's bureau. It was suggested that he contact CNLIA and prepare a concrete proposal for the board to consider. One way to proceed might be to coach MLA members who are presenting papers at other conferences to act as MLA representatives. Papakhian noted that he often gets calls requesting consultants.

2. The board also approved the addition of line 8.0588 in the amount of \$500, for advertising of specific new publications. The board agreed that Jones should keep track of spending so that next year it can be broken out by publication.

X. Representatives, Joint Committees, etc.

A. ALA. Roberts commended the excellent report written by ALA Representative Brenda Goldman. At the meeting of the ALA Subcommittee on Technology and the Arts, Roberts will report on MLA-L and other activities of MLA. Swanekamp reported that OLAC has prepared a program on AV copyright. Sommer noted a fundamental change in the way sound producing mechanisms and scores are brought together: once, the score was brought to the sound producing mechanism (piano, record player). Now it is the other way around.

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

1. The board reviewed the minutes of the task force meeting on March 16, 1991. It was noted that the original charge to the task force was to locate archives, prepare guidelines for people who are interested in them, find out how to get to people who aren't interested, investigate other areas such as oral history, and act as liaisons with the appropriate officers and committees in the organizations. The board considered their budget request of \$4030 for travel to three meetings. It was agreed that the task force had gotten somewhat off the track of their original charge, and that those goals could be accomplished without meeting. The request for funding was denied; at a later time the board may be inclined to fund plans that arise from the fulfillment of the original charge. Board members were distressed at the apparent exclusion of church music publishers from the task force's deliberations. The one hundredth anniversary of Hope Publishing was mentioned. Roberts asked Sommer to join the task force.

2. The board received a memo describing the proposed establishment of The Archive of Music Publishing at the Sibley Library of the Eastman School of Music.

C. NASM. The 1991/92 budget contains a line with \$1,200 for three or four MLA representatives to travel to Chicago for a meeting of the MLA/NASM Joint Committee. The goal is to consider what MLA can contribute to the accreditation process. NASM will budget for their representatives to attend.

D. NISO.

1. Dues. Roberts negotiated with Pat Harris, the executive secretary of NISO, and MLA will pay \$300 in dues and provide a full-page ad in NOTES worth \$220. Several other organizations have also agreed to in-kind arrangements.

2. ANSI X3VI.M8 Committee. The board discussed the direction taken by the ANSI X3VI.M8 Committee. It was moved by Joseph Boonin, seconded, and unanimously carried that MLA no longer appoint a representative to the ANSI X3VI.M8 Committee.

## XI. New business.

A. Planning. There was discussion of the possible combination of the executive secretary, treasurer, and convention managers positions into a full-time, paid position. MLA relies a lot on institutional support for the persons in these positions. Even within institutions, the recognition of librarians as professionals and the granting of time for professional work varies by unit or supervisor. Budgetary constraints affected applications for the assistant convention manager position. The positive value of training and experience in the present structure could be exploited in positive ways. One board member felt the biggest problem would be finding an executive director who is a music librarian; another board members knows of two who are interested. An advantage of the combined position would be efficiency; a disadvantage is that fewer people would be involved. The start-up cost for the position was estimated at \$48,000. MLA and ARLIS were at the same stage in the mid-1970's and took different directions. The board agreed to put this on the agenda for the September meeting. It was suggested that the issue be tackled earlier in the agenda. Papakhian will contact ARLIS to find out how they operate. Walker noted that their treasurer does what our fiscal officer does. Vellucci will contact CNLIA, which has been very helpful in the past.

B. Other. The board discussed the current mileage reimbursement rate of \$0.21 per mile. It was moved by Ross Wood, seconded, and unanimously carried that MLA reimburse mileage at the current IRS rate.

C. Next meeting. The board accepted an invitation from

Cassaro to meet in Ithaca in September. The board expressed a preference for staying at the Ramada downtown. Finance Committee meetings will begin at 9:00 a.m. on Thursday, September 26. The full board will meet from 2:00 p.m. on Friday until noon on Sunday. Cassaro will provide instructions for driving to Ithaca.

Roberts thanked the board for its hard work. A motion of thanks to the Juilliard School for extending its hospitality was made by Susan Sommer, seconded, and unanimously carried. Roberts will write to Joe Polisi.

A motion to adjourn carried unanimously.

Submitted by Nancy Nuzzo, Recording Secretary.

#### Appendix I. New Policies Adopted by the Board.

Half of the interest from the short-term investments shall be reserved to cover awards. [VII.A.3.a.(2)]

Committees will be limited to two scheduled meetings at the annual conference. [VII.A.4.A.(3)]

Fund raising for conferences will be the responsibility of the Local Arrangements Committee. [IX.A.1.]

Mileage will be reimbursed at the current IRS rate. [XI.B.]

#### Appendix II. List of actions to be taken.

Action	By whom	By when
1. Ask authors to turn over royalties [II.5.]	Roberts	next payment
2. Check proofs of Admin. Struct. for NOTES [III.1.]	Roberts	June?
3. Save e-mail for the Archives [III.3.]	Board	always

4. Decide on June 1992 meeting dates Board [III.10.] Feb. 1992
5. Convey result of election to Ochs Roberts [III.10.] late Dec.
6. Talk to Jones [V.1.c.] Roberts ALA
7. Make nominations for Special Board Achievement Award [V.2.] September
8. Talk to Ostrove [VII.A.1.] Roberts soon
9. Notify SF committees Swanekamp [VII.A.3.a.(3)] soon
10. Work on Newsletter article Swanekamp, [VII.A.3.a.(3)] Walker Aug. 23
11. Address scheduling policy Roberts [VII.A.4.a.(3)] Aug. 23, Feb.
12. Address topic of speaker Swanekamp Feb, FO honoraria [VII.A.4.a.(4)] breakfast
13. Ditto, with effect on reg. fees Roberts Feb.
14. Advise Mockovak to explore linkages [VII.A.4.d.] Roberts soon
15. Talk to Ochs re: CD review Roberts column [VII.A.5.b.(2)] soon
16. Check out AMS Reprint situation Papakhian [VII.A.5.e.(2)] Sept.
17. Appoint ad hoc committee re: Roberts membership dir. [VII.A.5.e.(4)] soon
18. Convey board comments to Vellucci, McClellan [VII.B.1.a.] Gottlieb soon

19. Contact Young [VII.B.3.c.]      Roberts      soon
20. Write to Billington [VII.B.3.d.]      Roberts      Sept.
21. Discuss professional mgt. [XI]      Board      Sept.
22. Write to Polisi      Roberts      soon