

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Baltimore, Maryland, 18-23 February 1992

Tuesday, February 18: 2:00-7:00 PM; Wednesday, February 19: 9:00 AM - 3:00 PM; Friday, February 21: 3:45-4:10 PM; Saturday, February 22: 3:30-3:50 PM; Sunday, February 23: 9:00-11:30 AM.

Present: Joseph Boonin, James Cassaro, Jane Gottlieb, Nancy Nuzzo, Ralph Papakhian, Don L. Roberts (presiding), Susan Sommer, Joan Swanekamp, Sherry Vellucci, Diane Parr Walker, Ross Wood. Incoming board members: Victor Cardell, Beth Christensen, Michael Ochs, Carol Tatian. Guests: Holly Mockovak (VII.A.5.b.), Christine Hoffman (IX.A.1.), Ned Quist (IX.A.2.)

I. Recording Secretary's Report.

The minutes of the meeting of 27-29 September 1991 (Ithaca) were approved as written.

II. Treasurer's report. Diane Parr Walker.

The 1991/92 Second Quarter financial reports mailed to board members included the Balance Sheet, Operating Budget Report, Supplemental Income Report, Investment Accounts Report, and Awards Budget Report. Walker distributed the 1991/92 Third Quarter-to-Date Budget Report, Third Quarter-to-Date Supplemental Income Report, and Endowment Accounts Accumulated Principal Report.

1. Comparison of 1990/91 and 1991/92 Second Quarters.

a. Operating budget income of \$174,007, 58% of the budgeted level, is lower than in 1990/91 by \$7,193.

(1) Dues are at \$85,874 (93%), \$3,512 lower.

(2) Sales are \$5,665 lower.

(3) Meeting income is higher than last year's figure by \$1,084. At this point in the year, the figures are not significant.

(4) Placement income is higher by \$220.

b. Operating expenditures of \$109,100, 34% of the budgeted level, are higher than in 1990/91 by \$10,855.

(1) Miscellaneous line 11.02 shows a credit of \$86.81 in the second quarter for a bank error made in the first quarter.

c. Supplemental income of \$6,303 is \$285 lower than the 1990/91 figure of \$6,588.

(1) Contributions are higher by \$310.

(2) Royalties are lower by \$28.80.

(3) The Gerboth Fund has received \$1,125, \$515 more than last year.

(4) Interest income of \$4,503 is \$1,081 less than last year.

d. Another Special Endowment Fund contribution of \$1,000 was received.

e. Overall Assets are at \$429,814, \$38,432 more than last year.

2. Investment Accounts.

a. Short-term investments

(1) Have been diversified per Investments Subcommittee's recommendation.

(2) Opened Fidelity/Spartan U.S. Government Money Market Fund in November with \$40,000 transfer from checking.

(3) Interest rates are at 4.7% for Calvert Money Market (was 7.29% in December 1990), 4.5% for Fidelity/Spartan Money Market, and 4.26% (and dropping) for U.S. Treasury Bills.

b. Managed Growth Fund

(1) Dividends and capital gains in November and December were automatically reinvested yielding 308.249 additional shares.

(2) The value of the account on Dec. 31, 1991, was \$223,283.58.

(3) The value of shares has declined since Dec. 31.

(4) The required balance, based on board policy of 60% of operating expenditures budgeted for the year, plus the \$5,000 principal on endowment funds, is \$195,370.

3. Awards Budget.

a. Budgeted expenditures total \$2,350.

b. Half of the interest income earned on short term investments is to be reserved to fund the awards.

c. By mid-year, \$1,259 in available interest income had accrued, or 54% of what is needed.

d. Assuming interest earnings of about equal amounts in the second half of the year, the awards expense will be covered.

There was discussion of what to do if interest rates go so low that the awards cannot be funded. The consensus was to keep the funding of awards out of the operating budget.

4. Third Quarter 1991/92 Year-to-Date.

a. Operating Budget.

(1) Convention income is at 83% of the amount budgeted overall.

(i) Tours, at 365%, are overbooked; refunds will lower this amount.

(ii) Workshop registration is at 63%. A fee for late registration was suggested but was not felt to be necessary.

(2) Miscellaneous expenditures in line 11.02 include \$80.23 for checks. Main line 11.00, Miscellaneous, has an overage of \$2,753.91, largely because of a Publications carryover of \$7,000 in line 11.018 for settlement of account with Edwards Brothers for printing of Notes.

b. Supplemental Income.

The total received year-to-date in the Gerboth fund is \$1,935. Some of the Gerboth Fund contributions received during the third quarter are the result of specific efforts by the President to solicit donations.

c. Accumulated Principal in Endowment Accounts.

(1) Gerboth fund principal is \$9,750.

The Development Committee's goal for the Baltimore Conference is \$5,000. If met, the award will be fully funded at the originally established goal of \$14,000.

At current interest rates, that amount will not actually keep the award self-funding, nor generate enough interest above the amount needed for the award each year to build the fund. Even so, the Gerboth fund will generate most of the money needed to grant even the maximum amount of the award each year.

(2) Special Endowment Principal is \$5,000.

Special Endowment principal is a part of the long-term investment funds; Gerboth fund principal is held in the shorter-term investments.

5. Tax-exempt status. Walker reported on a Finance Committee discussion of the policy of applying for tax exemption in states where MLA meets. The committee felt that one try at obtaining state tax exemption is worth the effort, but the effort to retain that status is not worthwhile. Application should be made well in advance so MLA's tax status is known before the convention

budget is prepared.

Walker was thanked for her lucid report.

III. Executive Secretary's Report. Ralph Papakhian.

Papakhian distributed the Inventory Report for calendar year 1991 and the MLA Growth Comparison as of January 1992.

1. Election results. Michael Ochs was elected Vice-President/President-Elect, Nancy Nuzzo was elected Recording Secretary, and Beth Christensen, Victor Cardell, and Carol Tatian were elected Members-at-Large. President Roberts appointed Michael Fling to assist with the counting of ballots. As of 12/18/91, 542 eligible ballots were received out of a possible 994 (four or five valid ballots were received after the deadline), representing 54.5% participation in the election. Papakhian noticed a higher rate of participation by MLA's international members. In 1990, 295 ballots were received, for about a 30% participation rate. The extra cost of the postcard ballot mailing was about \$600. Papakhian feels it was successful and recommends that it be continued in the future. If it is to continue, the procedure should be added to the handbook and budgeted.

2. Administrative Structure. The latest version, dated 1/10/92, was posted on MLA-L, and can be updated and retrieved regularly. This online process can continue after Papakhian retires as Executive Secretary.

3. Membership/Subscriptions. The downward trend continues. The total number of members plus Notes subscribers, as of 1/31/92, is 2,801, as compared with 2,855 in January 1991. In the last four years, the number of members and subscribers has decreased by nearly 400; MLA is not maintaining a stable membership level. Jim Henderson has provided a list of the life/honorary members; new reports show these categories separately. Three life members are still on the books. Since the last board meeting, forty-six new memberships have been processed. The total number of Music Cataloging Bulletin subscriptions is at 817, compared with 841 at this time last year. The number of subscriptions to the Index & Bibliography Series is 248, and 151 for Technical Reports. Papakhian noted that the April figures for membership and subscriptions are more meaningful; these are presented at the spring board meeting.

4. MCIMail. It continues to work well. Boonin has picked up the bill for his own account since he is using it for personal

purposes as well as board business. The accounts MLA is paying for should be evaluated after the Baltimore meeting.

5. Publications.

a. Brochures. About 101 brochures have been distributed since the last board meeting. The redesigned Music Librarianship brochure should be available soon. Papakhian suggested that the production of brochures be assigned to the Executive Secretary.

b. Membership directory. Jim Henderson's programmers are in the process of trying to create a file that is upper/lower case, as well as sorted by state for individuals. This should help Papakhian's local editing. Papakhian intends to complete the 1992 directory before he leaves office.

c. Library School Survey. One copy has been sold since the last board meeting, bringing the total to about 53. The new version will be available for examination during the Baltimore conference. An electronic version will be available soon.

d. Inventory. Papakhian explained the kinder, gentler Inventory Report for 1991. The inventory for the Index & Bibliography Series, Technical Reports, Music Librarianship in America, and back issues of Notes was 5179 units at the end of 1991. In 1991, 731 units were sold for a total of \$10,879.74. Since Academic Services became MLA's business office in 1983, 4926 items have been sold for a total of \$61,976.56. Papakhian noted that the ads for the Croissant volume in the Index Series have had an effect.

6. Academic Services. Everything seems to be working smoothly. Jim Henderson will attend the Business Meeting and be introduced to the membership.

7. Contributors. At least \$3440 in contributions/sustaining memberships from about 70 individuals has been received to date for the 1991/92 year. This is substantially higher than last year at this time, not counting the fund raising event for the Gerboth fund in Indianapolis. The listing in the program book includes Gerboth fund donors at Indianapolis, and all additional contributors since.

8. MLA-L. There are now 486 subscribers.

9. MLA Clearinghouse. The guidelines for the Clearinghouse were posted on MLA-L. Nothing has been submitted.

10. New stationery and membership application cards will be printed immediately after the Baltimore meeting. The delay is a result of wanting to list the new executive secretary.

Papakhian was commended for the thoroughness of his report and for raising the position of Executive Secretary to a higher level.

IV. Past-President's Report. Susan Sommer.

Sommer attended meetings of the Greater New York Chapter, the New England Chapter, and the joint meeting of the Chesapeake and Southeast Chapters this fall. Sommer feels attending chapter meetings is very important and worthwhile, and recommends that the practice be continued. It gives a lot of people, including MLA members who do not attend national meetings, a closer connection with the national organization.

No specific requests for chapter funding have been received yet. This will be discussed at the Chapter Officers' Breakfast.

There followed a discussion of whether chapters who receive support but do not use the entire amount are expected to return the balance. It was suggested that chapters should be allowed to spend the balance on a similar project. Board members were in favor of requiring chapters to write reports on how entire grants were spent, as a means of tracking the grants and giving ideas to other chapters.

It was moved by Joseph Boonin, seconded, and unanimously carried that when grants of support are made to a chapter, the excess of the grant over the amount expended need not be reimbursed to the national organization but may be used by the chapter for projects of a similar nature. The chapter must provide a written report to the board on how the entire grant was used.

V. President's Report. Don L. Roberts.

1. MLABD-L. Roberts suggested, and board members agreed, that this meeting's agenda is more reasonable because of the benefits of MLABD-L.

2. Activity roster. The roster lists the MLA activities of members since 1983. Nina Davis-Millis and Wood updated and maintained it, and it will be passed on to Gottlieb and Tatian. Roberts asked whether this should be maintained as a file accessible to the board only, or on MLA-L. Board members felt the roster would be very useful, especially for search and nominating committees, and could foresee no objections to making it available on MLA-L. It was suggested that when a procedure is decided, it should be moved as policy and added to the handbook. Quarterly updating was suggested.

3. Vacancies. Roberts reported on vacancies within the organization and welcomed suggestions from board members.

4. ARLIS. Roberts attended the ARLIS meeting in Chicago, including the business meeting, two "Ask ARLIS" sessions (which were

panels with little time for questions), and a fund raising reception.

5. WIML-L. This is a private list which has publicly stated that it is not associated with MLA.

6. Roberts asked for help in identifying MLA members who had passed away since the last conference. The death of Ed Waters was noted. Sommer will ask at the Chapter Officers' breakfast.

7. G.K. Hall recently got in touch with Richard LeSueur regarding a new supplement to the Index to CD and Record Reviews.

8. Correspondence. In response to letters sent in the fall, Roberts received letters from LC and the Office of Government Ethics. The ALA Ad Hoc White House Conference Committee wrote to ask whether MLA plans to implement any of the Conference's top fifteen recommendations. The board agreed that the list of recommendations should be shown to the Legislation Committee. The board was in favor of responding in writing as a supporting voice, particularly supporting the recommendations regarding preservation and copyright legislation for emerging technologies. The board was not in favor of MLA representation at the U.S. National Commission on Libraries and Information Science open forum on March 10, 1992, to review the recommendations of the White House conference.

9. Special Achievement Award. While Papakhian was out of the room, it was moved by Susan Sommer, seconded, and unanimously carried that A. Ralph Papakhian be awarded the first Special Achievement Award. This ratified an earlier e-mail discussion and vote carried out without Papakhian's knowledge. The letter to Papakhian from Roberts reads:

On behalf of the Music Library Association Board of Directors, it is a great pleasure to announce that you are the first recipient of the Special Achievement Award. This award recognizes and commemorates your countless efforts to bring the Association into the electronic age of communications. Perhaps your most significant contribution was the co-founding of MLA-L. As a parent of MLA-L, you should be proud of the way it has grown and developed into a major conduit for the international exchange of information and ideas.

Another way you helped bring the Music Library Association into the electronic age was in creating the listserv for the Board of Directors. This has provided a convenient, efficient, and effective communication mechanism for Board members. You also provide MLA-L subscribers with messages and files obtained from sources not readily available to music librarians. By doing this

you have broadened our knowledge and perspectives.

Congratulations Ralph! Thank you for your conscientious efforts to enhance our profession by keeping us in touch with developments in electronic communications technology.

VI. Parliamentarian's Report. Sherry Vellucci.

Vellucci presented an illustrated edition of Robert's Rules of Order to incoming parliamentarian Beth Christensen. She distributed copies of job descriptions for honorarium recipients. [See VII.A.3.b.]

Vellucci went through Handbook changes outlined in her January 14, 1992, memo. This is the first round of changes; a second round will follow a complete reading of the Handbook for consistency and a check of the index. The board suggested adding "and is available on MLA-L." to the new section regarding the Administrative Structure (II.F.18), and changing II.E.10, Collection of Annual Reports, to reflect that two members-at-large are appointed to perform this task. Vellucci's motion to accept the proposed changes in the Handbook was seconded and carried unanimously.

VII. Committees.

A. Standing Committees.

1. Development.

The committee's 1991 annual report was distributed with the agenda.

The committee intends to finish the Gerboth campaign during the Baltimore conference. The Duckles campaign will kick off at the San Francisco meeting, and concert possibilities are being explored. A board member suggested that the committee be reminded that programmatic activities should be submitted for board approval prior to the budgeting process, otherwise the Finance Committee finds itself in the difficult position of having to prepare a budget for activities that have not been approved.

There was discussion of the membership renewal form. The form does not offer an opportunity to donate to the Gerboth fund, as stated in the committee's annual report. The letter accompanying the form does this. There is a box to check off sustaining membership; this is not automatically prompted for current

sustaining members on their renewal form. Papakhian will ask Henderson if that would be possible.

Sommer had asked Ostrove to provide a list of former presidents and their addresses. It was suggested that listing the names of former presidents in the directory would be a nice feature.

2. Education.

Sommer noted how well organized this committee is and commended Dankner's work as chair.

a. Continuing Education Project. The board discussed in a general way the preliminary proposals for 1994 CE programs prepared by Roberta Chodacki and Joyce Wemer. The subcommittee intends to solicit feedback from the membership after their meetings in Baltimore. The board expressed concern that the programs should not duplicate what is being covered during the conference, or what is being offered by regional organizations. There was concern about the cost implications of hands-on sessions, and whether MLA should subsidize the programs or have tuition cover the costs. There was discussion of the effects of institutional cutbacks on preconference registration, especially if there is overlap with conference topics. Sometimes, though, the specific nature of the preconference helps librarians to get institutional support to attend. The board felt there would be a demand for courses that help as librarians become holistic (e.g., catalogers doing reference). It was suggested that the "Ask MLA" sessions might give clues to what courses should be offered. The board was pleased with the work done by the subcommittee.

3. Finance. Joan Swanekamp.

Swanekamp reviewed the budgeting process and summarized Finance Committee deliberations. A change in policy instructs the Treasurer that in cases where the checking account needs to be replenished, the money is to be taken in equal amounts from the money market funds. The Treasurer was always free to move money into the checking account as needed; the policy change takes into account the recent diversification of funds and will help track the funds.

a. Budget.

The board unanimously approved the Finance Committee's recommendation that an overage of \$8,353.91 on line 11.0 of the FY 1991/92 operating budget be approved. This includes an overage of \$2,753.91 resulting from the settlement of the Edwards Brothers account for the printing of Notes and \$5,600 for the

Harvard Symposium papers.

b. Honoraria.

The board discussed the following recommendation:

The Finance Committee recommends to the board that the honoraria for Index and Technical Reports Series editors, all Notes editors, and Notes Advertising Manager be raised 10% for FY 1992/93. We also recommend that the levels of all honoraria be considered at the February 1993 meeting of the Finance Committee.

Vellucci commented on the packet of job descriptions distributed earlier. The descriptions are not uniform and are not particularly helpful in this situation. Other board members felt that the jobs descriptions were helpful and useful for search committees. The Finance Committee's recommendation was unanimously approved by the board.

c. Investments Subcommittee.

There was general discussion of the subcommittee's role in helping to formulate MLA investment policy. The Finance Committee, Investments Subcommittee, and board seem to have different views of the subcommittee's purpose and the degree of aggressiveness with which it should function. Investment policies are ultimately directed by the board, and the board is not designed to respond quickly. MLA's policies have been conservative and socially responsible, and investments are not moved around a lot. In the past, the board agreed that the subcommittee has an advisory function only. It was suggested that the expectations for the subcommittee should be discussed with the new chair.

Later in the meeting, Swanekamp reported that the Finance Committee accepted and referred to the board three recommendations from the Investments Subcommittee. She noted that the recommendations did not have full endorsement by the Finance Committee. The recommendations are:

1. Whereas a goal of MLA's investment program is to maximize the earning potential of the Association's investments; and

whereas shifting economic conditions require vigilant monitoring of investment instruments;

We recommend a policy that facilitates movement of the investments among the instruments to maximize potential earnings; and that the MLA Treasurer be authorized to make such changes at the direction of the President, Vice-President/Past-President and Fiscal Officer, on the advice of the Investments Subcommittee, such activities to be subsequently ratified by the full Board.

2. Whereas a continued goal for MLA's investment program is to achieve a high level of security defined as long-term investments equal to three times operating budget expenditures;

the Investments Subcommittee recommends the establishment of a Permanent Fund equal to at least the present number of shares in the Calvert Managed Growth Fund, the principal to remain intact except for acute fiscal emergency.

We recommend no change in the policy requiring reinvestment of all earnings in the Permanent Fund.

3. The Investments Subcommittee recommends that all available non-operating funds be transferred to the Calvert Managed Growth Fund, the amount to be determined by the Fiscal Officer and the Treasurer.

Objections to the first recommendation included the perception that too few board members would be involved in major financial decisions, and that the subcommittee would have too much authority under these conditions. There was feeling by one or two board members that the second recommendation contradicted the 60% rule (referring to the first part, MLA's investment program).

Members of the board who are ad-hoc members of the Investments Subcommittee reviewed the concept of a Permanent Fund vs. the idea of a particular account, which has been the way MLA has viewed the long-term investments in the past. Several board members felt that there was no need to change our view. In discussing the third recommendation, it was pointed out that for various reasons, including accumulated interest, the short-term accounts include more than just the operating budget and the surplus that has accumulated to get us through several deficit budget years. The Investments Subcommittee suggested that the Treasurer and Fiscal Officer review the budget to determine the amount in excess of that needed and transfer it to the Permanent Fund. At this point there are no clear figures of what that amount might be, and there was concern about approving some uncertain amount.

Several board members were uncomfortable discussing the proposals without seeing them in writing. It was moved by Joseph Boonin and seconded that the issue be tabled until the spring board meeting by which time the proposals will have been distributed. The motion carried with eight votes for and one abstention. Swanekamp agreed to post the proposals on MLABD-L; after the meeting it was decided that she and Blotner will prepare a document presenting a whole investment policy (as a package) that

will be forwarded to the board before the spring meeting.

4. Nominating. No report.

5. Program.

a. Baltimore. A program evaluation sheet was included in the registration packets. By the end of the week, many positive comments on the program had been heard and the board offered its congratulations to Beth Christensen.

b. San Francisco. See also IX.A.1.

The board received Mockovak's progress report with the agenda. Mockovak reported that the "ARLIS factor" is still a concern. ARLIS members leave as early as Monday or Tuesday, therefore the possibility of joint sessions is still up in the air. Another concern of Mockovak is whether there will be enough local, regional, multicultural and ethnic sessions or events. Steve Fry is ready to explore the music options; Mockovak asked how much music should be featured and when to start the week. Regarding the gamelan at the banquet, the board was in favor of having it before or after, but not during. The board was against having performances during the opening reception, unless they are of the wallpaper variety, because it is demeaning to the musicians. There was no support for the idea of a keynote speaker on Wednesday evening.

(1) Plenary sessions.

Oral History. A two-part session has been proposed: a panel discussion and a live interview. Lou Harrison has agreed to be interviewed. Mockovak asked whether a fourth speaker should be added. The board agreed that Carol Bradley should be invited to participate. There was extensive discussion of how many interviews to conduct and how to schedule the session. It was agreed that this should be a single plenary session in two parts, rather than two plenary sessions. It was felt that oral history might be a good CE course topic, and this plenary session will generate interest. The board asked the Program Committee to work out details regarding copyright and the disposition of the interview tape.

Computer Music. A moderator and two speakers have been confirmed; a third speaker may be added. The focus will be on computer music and its preservation.

Music Reference in the 90s. Walt Crawford has agreed to speak. Suggestions of ideas to develop in this session included tying in Vincent Duckles, e.g., Duckles to Digital; including the bibliographic control aspect of reference; focusing on

the librarian element of reference apart from the tools, e.g., personality profiles; having Karl Van Ausdal as a respondent or panelist; public library reference and the State of California Answering Network or the Metro LA system; focusing on specific issues, trends, problems, intellectual freedom, and staffing, rather than specific products.

Music in the Bay Area. It was agreed to let the music speak for itself through the other sessions, and point this out in the conference opening remarks.

Proposal from Rick Jones. The board felt that a plenary session at which officers or members of four of MLA's collegial associations speak on "What's wrong with Music Librarians" or something similar could be very interesting. The proposal will be forwarded to Steve Fry to consider for a meeting after 1993.

Editing proposal from Ronald Broude. The board agreed that this would work in the context of the Bibliography Round Table but understood David Hunter's reluctance to turn over the entire round table session to this program.

Crockett proposal. The board did not support this proposal.

(2) Scheduling. Mockovak asked for the board's advice regarding a concert at Berkeley on Friday night and whether the afternoon sessions should be moved to Berkeley. The board was in favor of having the concert later, say 8:30, to avoid having to bus people during rush hour. Conference attendees who want to visit the Berkeley Music Library before it closes at 5:00 should be given that option, and instructions on how to get there on their own. The board was opposed to moving afternoon sessions to Berkeley.

It was felt that Saturday exhibit hours would probably be necessary.

Mockovak was reminded to build in a ten-minute period for announcements in each plenary session.

(3) Honoraria. Mockovak asked whether the programs proposed are affordable, and what to offer non-MLA speakers in terms of honoraria and travel. The board left that up to her, but suggested that unless there are important program considerations, sessions involving outside speakers can be scheduled for Saturday to take advantage of Saturday night stay-over fares. Speakers can be asked to donate their services. Honoraria do have an effect on the registration fee. A straw poll during the business meeting revealed that most attendees are in favor of keeping the registration fee low.

(4) Designations for meetings. Most board members

agreed that the two designations used in Baltimore (nothing for open meetings and "business" for business meetings) are sufficient and would have worked in Baltimore had the program booklet defined "business" correctly. It was suggested that the designations be explained by mentors, understood by registration desk workers, and added to the remarks made at the first-time attendees reception. It was suggested that the topics of programs that were decided too late to be included in the program booklet (e.g., some round table sessions) be listed on a program insert sheet.

(5) Ad hoc committee to examine the program. It was suggested that following the 1993 conference, the board might want to appoint a committee to examine how well the new format is working, and look at other factors such as Saturday night stay overs, room arrangements, and scheduling.

(6) Several board members expressed concern that the board is taking over the role of the Program Committee. The board was involved more than usual in the past few years because of the format change, but there was feeling that that level of involvement shouldn't be the norm. Roberts will ask Mockovak if she would like to have an assistant program chair.

6. Publications.

a. Index & Bibliography Series. The board reviewed Campana's recommendation for number 27 in the series. The board agreed that it needed more information about the publication, and comments from reviewers. A decision was postponed until the spring board meeting.

b. MCB. The board inquired about the status of the cumulative index to MCB and the MCD. Work is continuing on them.

c. Newsletter. No report.

d. Notes. It was moved by Susan Sommer, seconded, and unanimously carried that the board confirm its e-mail decision to appoint Daniel Zager as editor of Notes.

Sommer moved a vote of thanks, respect, and appreciation to Michael Ochs, outgoing Notes editor. The motion was seconded and carried by acclamation.

Zager is preparing the September 1992 issue.

Roberts read a letter from the Information Access Company requesting permission to reproduce the contents of Notes on CD ROM and microform. This company produces Academic Index. An issue to consider is the impact this might have on subscriptions and memberships. The proposed contract is hazy in certain areas and will need to be examined from many angles. It was agreed that this

should be an administrative decision, and Roberts appointed Ochs, Walker, Cassaro, and Beth Rebman to investigate, and talk to representative of journals that have made such agreements. The Society for Ethnomusicology has received a similar proposal.

e. Technical Report Series.

(1) The board reviewed Richard Smiraglia's recommendation for number 21 in the TR series, *The Archival Sound Recordings Database*, by David H. Thomas. The board noted that this will be a really technical report and that the archival community will be interested in it. It was moved by Joseph Boonin, seconded, and unanimously carried that the recommendation for TR number 21 be approved.

(2) The board considered Smiraglia's request for permission to pursue negotiations with the Association for Library Collections & Technical Services (ALCTS) concerning the joint MLA-ALCTS publication of *Knowing the Score*, papers developed by MLA members for an ALCTS-sponsored conference program in 1991. It was moved by Susan Sommer, seconded, and unanimously carried that the board approve Richard Smiraglia's request for permission to pursue negotiations with ALCTS. The board encourages joint publication of the volume in question.

B. Special Committees.

1. Administration. No report.

2. Awards.

a. Publications. The board reviewed a report from committee chair John B. Howard. It was moved by Joan Swanekamp, seconded, and unanimously carried that the board accept the Publication Awards Committee's recommendations for the three awards. Awards are as follows.

(1) Vincent H. Duckles Award: Allen Perdue Britton, Irving Lowens, and Richard Crawford, *American Sacred Music Imprints 1698-1810: A Bibliography*. Worcester: American Antiquarian Society, 1990.

(2) Eva Judd O'Meara Award: Garrett Bowles, "Music Notation Software for the IBM-PC," *Notes* 46/3 (March 1990), 660-679.

(3) Richard S. Hill Award: Jean K. Wolf and Eugene K. Wolf, "Rastrology and Its Use in Eighteenth-Century Manuscript Studies," in *Studies in Musical Sources and Style: Essays in Honor of Jan LaRue*, ed. Eugene K. Wolf and Edward H.

Roesner. Madison, A-R Editions, 1990, p. 237-291.

The board discussed the committee's recommendation that the wording of the Eva Judd O'Meara Award be changed to include any type of review in Notes and that the wording of the Richard S. Hill Award be broadened to include bibliographic articles. It was felt that the committee needs this latitude. It was moved by Susan Sommer, seconded, and unanimously carried that the wording of the Eva Judd O'Meara award be changed to read "for the best review in Notes." It was moved by Sherry Vellucci, seconded, and unanimously carried that the Richard S. Hill award be given for the best article on music librarianship or article of a music-bibliographic nature. The board did not feel that the wording of the Vincent H. Duckles Award needed to be changed, though there was support for the sense that books on music librarianship shouldn't be excluded from this category. It was agreed that a statement to that effect should be added to the handbook.

b. Walter Gerboth Award. The board reviewed a report from committee chair John Shepard recommending that an award of \$1000 be made to Pamela Bowden Dahlhauser to support her study of unindexed United States District Court Copyright Records. It was moved by Susan Sommer, seconded, and unanimously carried that the recommendation be accepted. The board discussed the amounts awarded recently. The committee understands that less than \$1000 can be awarded, but potential applicants need to know that they can apply if they need less than \$1000. It was felt that applications should include a budget, and that the budget should accompany the committee's recommendation to the board.

For the next round of awards, David Day will chair the Publication Awards Committee, and Shirlene Ward will chair the Gerboth Award Committee.

3. Bibliographic Control. No report.

A task force will be appointed to examine the committee's function and charge and the role of LC-employed members in critical posts on BCC. Joan Swanekamp has agreed to chair the task force.

4. Legislation. No report.

5. Preservation. No report.

6. Public Libraries. The board reviewed a letter from Brenda Goldman, MLA Representative to ALA, asking whether there is a likelihood of board support in FY 1992/93 for the Public Libraries

Committee to present part of the workshop "Taking the Mystery Out of Music Reference" at ALA with co-sponsorship of the PLA AV Committee. The board was in favor of allowing them to proceed. One board member noted that AV is where music and public libraries intersect. There was some concern that the Public Libraries Committee is working only with the AV Committee of PLA; PLA makes the decisions on program proposals and Rick Schwegel, Public Libraries Committee Chair, should make sure the right people in PLA have been contacted. Sommer offered her help in this area. It was suggested that the possibility of support from additional ALA divisions should not be ruled out. Support from additional divisions would generate additional publicity.

7. Reference and Public Service. No report

8. Resource Sharing and Collection Development. The receipt of the committee's report was noted.

9. Search Committees.

a. Notes Editor. See VII.A.6.d. In previous e-mail discussions, the board was effusive in its praise for the work of this committee, chaired by Lenore Coral.

b. Executive Secretary. Nina Davis-Millis, Chair, presented the recommendation of the committee. It was moved by Joseph Boonin, seconded, and unanimously carried that Richard Griscom be offered the position of Executive Secretary. Griscom will assume office on April 1.

c. Newsletter Editor. Susan Sommer, Chair, presented the recommendation of the committee. It was moved by Susan Sommer, seconded, and unanimously carried that Michael Rogan be offered the position of Newsletter Editor.

d. Placement Officer. Carol Tatian, Chair, presented the recommendation of the committee. It was moved by Susan Sommer, seconded, and unanimously carried that Pat Fiskén be offered the position of Placement Officer.

The chairs reported that the candidates were excellent and decisions were difficult. The board was pleased that so many candidates had applied.

10. Committees in general. There was a brief discussion of whether it would be useful to require committee chairs to submit an annual set of goals. It was felt by some board members that this might be too constraining. In his letters to committee chairs, Roberts will restate the charges to committees.

VIII. Round Tables.

The Archives and Organ Music Round Tables have been reconstituted. The Conservatories, Small Academic Libraries, and World Music Round Tables are up for renewal. During the meeting, two new round tables were formed: Sheet Music, and New Members. A 3-5 year time frame for membership in the latter round table was suggested.

Roberts received a letter during the meeting regarding funding for round tables to distribute materials. The letter will be discussed at the spring board meeting, but some initial comments suggested giving round tables a budget for copying with the condition that anything they produce has to be sent to the MLA Clearinghouse, and writing an article that explains how persons without access to bitnet can get an e-mail account.

IX. Special Officers.

A. Convention Managers.

1. Christine Hoffman. Hoffman projected a \$1,600 surplus in the conference budget this year and proposed that it be carried over into the San Francisco conference budget.

Hoffman expressed concern about AV expenses, which for Baltimore added up to \$6,300. It is difficult to budget these expenses because at budget time, it is impossible to tell what they will be. Hoffman was not comfortable with deciding who should get equipment. The board agreed that the Program Committee should make those decisions. Part of the problem is timing and communication. The board was in favor of having the Program Committee chair revise the scheduling form to include a place to list equipment needs, and requiring program sponsors to submit budgets, including estimates of AV expenses, by September 1. The board will be able to advise on any problematic requests at the spring meeting. Room assignments for programs affect the cost of equipment, but it will help the budgeting process if the Program Committee chair can provide a list of needed equipment by fall. Also, program planners need to be aware that equipment costs will affect registration fees, and that they should choose the least expensive option.

A board member pointed out that it is harder to make guidelines regarding outside speakers because there is no mechanism for the approval of proposals outside of the plenary sessions. It was felt that submitting the program for board approval at the

spring meeting would be ideal because there would then be a commitment to support the budget for outside speakers or AV presented in the fall. It was felt that a balance must be struck between letting the Program Committee decide what to include and the amount of advice given by the board. Also, committees and round tables should not feel they have to present programs.

2. Ned Quist. Quist reported on his visit to Kansas City to look at hotels. The Ritz-Carlton, the first choice of the Local Arrangements Committee and Chris Hoffman, has meeting space with a lot of natural light, an excellent restaurant, a staff that is anxious to have MLA, and a \$99 rate for 1994. The drawback is that there are only 150 doubles. The hotel Raphael, directly across the street, is available as a spillover hotel with a rate of \$89. The hotels are located near an upscale shopping area, the university, and a museum. The exhibit space is fine. Quist's second choice, the Hyatt, has a less desirable location. Two other hotels he visited have drawbacks in terms of meeting or exhibit space. Some board members felt that having a spillover hotel was a plus, rather than a drawback. Another felt that as long as MLA is going to be in a city that is somewhat spread out, we might as well plotz in the nicest part of town. Quist noted that MLA will "fit" better in the Ritz-Carlton, where there will be no room for any other meetings. It was moved by Joseph Boonin, seconded, and unanimously carried that the 1994 conference hotel be the Ritz-Carlton, with overflow at the Raphael. Dates for the Kansas City conference are February 27 - March 6, 1994.

Quist will go to Atlanta in FY 1992/93. There are a lot of choices of hotels in Atlanta; the board recommended getting in touch with them soon. A board member suggested avoiding the Westin Peachtree because of its confusing layout and small rooms.

The board expressed its happiness with the accommodations in Baltimore. The banquet helps keep down the room rate. As Chris Hoffman said, we might as well eat it. Quist said that the number of food events during the conference (25 in Baltimore) makes us attractive to hotels.

B. Placement. No report.

C. Publicity. The report from Rick Jones was noted. Sommer has agreed to write an article on the Baltimore conference for Library Journal. Judy Weidow responded to her call for a photographer.

X. Representatives, Joint Committees, Projects

A. ALA. A report from Brenda Goldman, MLA Representative to ALA, was distributed.

B. CNLIA. This year is the fiftieth anniversary of the founding of CNLIA. MLA has been active in the association and several MLA members have been officers of CNLIA. It was moved by Sherry Vellucci, seconded, and unanimously carried, that

WHEREAS, the Council of National Library and Information Associations is celebrating the fiftieth anniversary of its foundation and,

WHEREAS, in 1942, the urgent need for cooperation in our national emergency spurred fourteen library associations to meet and form a council of library associations and,

WHEREAS, the Council of National Library and Information

Associations has provided a central agency to foster cooperation in matters of mutual interest by gathering and exchanging information among its member associations and

WHEREAS, the United States Book Exchange was a direct outgrowth of the Council's first project, The American Book Center for War Devastated Libraries and,

WHEREAS, the Council-sponsored American National Standards Committee Z-39: On Library Information Sciences and Related Publishing Practices became a prime influence in the formulation of national standards of modern information services and,

WHEREAS, the Council fostered the early start and development of the Library Manpower Project and,

WHEREAS, the Council of National Library and Information Associations continues to provide a central agency to foster cooperation and leadership in matters of library interest, to facilitate interchange of information among member associations, and to cooperate with national learned and scientific societies in forwarding library projects,

The Music Library Association, a member of the Council, presents this RESOLUTION to convey the congratulations of its membership for fifty years of service to the library community and to express deep appreciation for the accomplishments of the Council. This resolution was passed on the nineteenth day of February in the year nineteen hundred ninety-two.

C. MLA/MPA. MPA has requested mailing labels for the distribution of the Music Publishers Sales Agency List. MPA is continuing to contribute to the work of the Joint Task Force on Music Publishers' Archives.

D. NASM. Roberts met with Samuel Hope and is ready to move ahead and appoint MLA members to the joint committee.

E. NISO. No report.

XI. New Business.

A. The board approved placing a survey on the membership directory in the registration packets.

B. Spring board meeting. The meeting will take place June 10-13 in Providence. The Finance Committee will meet on Wednesday afternoon and Thursday, and the board will meet all day Friday and Saturday. No Sunday meeting is scheduled.

C. Fall board meeting. The meeting will take place in Boston, and is tentatively scheduled for September 24-27. Ross Wood will arrange the meeting.

Roberts thanked the outgoing board members, and the formation of a former board member support group was announced.

A motion to adjourn carried unanimously.

Submitted by Nancy Nuzzo, Recording Secretary.

Appendix I. New policies adopted by the board.

Keep funding of awards out of the operating budget: policy reaffirmed [II.3.d.]

Guidelines for awards to chapters expanded [IV.]

Wording of Eva Judd O'Meara award changed [VII.B.2.a.]

Wording of Richard S. Hill award changed [VII.B.2.a.]

Appendix II. List of actions to be taken.

Action	By whom	By when
1. Move policy re: postcard ballot and add to handbook [III.1.]	Board/ Vellucci	In June
2. Move policy re: activity roster and add to handbook [V.2.]	Board/ Vellucci	In June
3. Write on behalf of MLA re: WHC [V.8.]	Roberts	Soon
4. Remind Dev. Comm. about budget requests [VII.A.1.]	Roberts	April 1
Action	By whom	By when
5. Ask Henderson about renewal form [VII.A.1.]	Papakhian	April 1
6. Add list of former presidents to Directory [VII.A.1.]	Papakhian	April 1
7. Discuss expectations for Inv. Subcom. with chair [VII.A.3.c.]	Roberts	Soon
8. Distribute Inv. Subcom. proposals [VII.A.3.c.]	Swanekamp/ Blotner	June
9. Discuss Inv. Subcom. proposals [VII.A.3.c.]	Board	In June
10. Consider appointing ad hoc comm. to examine program [VII.A.5.b.(5)]	Board	Feb. 1993

11. Propose revised Duckles wording for handbook [VII.B.2.a.] Vellucci June
12. Advise Gerboth comm. [VII.B.2.b.] Roberts Soon
13. Assist Schwegel [VII.B.6.] Sommer Soon
14. Prod committees re: goals [VII.B.10.] Roberts Soon
15. Discuss letter from round tables [VIII.] Board In June
16. Talk to Mockovak re: budgets, AV, etc. [IX.A.1.] Roberts Soon