

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Providence, Rhode Island, 12-13 June 1992

Friday, June 12: 9:00 AM - 6:00 PM; Saturday, June 13: 9:00 AM - 5:30 PM.

Present: Victor Cardell, James Cassaro, Beth Christensen, Jane Gottlieb, Richard Griscom, Nancy Nuzzo, Michael Ochs, Don L. Roberts (presiding), Carol Tatian, Sherry Vellucci, Diane Parr Walker.

Guest: James Henderson (VII.A.6.b., VII.B.9., IX.B.).

I. Recording Secretary's Report.

The minutes of the meeting of 18-23 February 1992 (Baltimore) were approved as written.

II. Treasurer's report. Diane Parr Walker.

Walker distributed a packet of Fourth Quarter-to-Date financial reports including the Operating Budget Report, Supplemental Income Report, Investment Accounts Report, Awards Budget, and Endowment Accounts Accumulated Principal Report.

1. Review of 1991/92 operating budget to date.

a. Operating budget income, at \$256,403.07, is at 85.6% of the budgeted figure of \$299,685.00; the budgeted figure probably will not be reached.

(1) Dues are at 97.1% of budget.

(2) Sales are at 76.2% and will stay low.

(3) Meetings are at \$55,094.75, or 90.4% of the budgeted figure of \$60,925.00; these are probably final figures.

b. Operating expenditures are at \$263,374.98, or 83% of the budgeted figure of \$317,284.00.

(1) Management services are at \$65,219.87, or 76% of budget. Expenses in 1990/91 were \$75,000.00; that figure will probably be reached in 1991/92.

(2) Program expenses are at 73.6% and should stay under budget.

(3) Other member services are at 97.4% and may go

over budget slightly, depending on publicity and placement activity.

(4) Publications are at \$110,506.32, or 81% of the budgeted figure of \$136,485.00. There may be additional expenses for MCB publications, but this line should stay under budget.

(5) Meetings are at 81.6%. MLA took in \$55,094.75 and spent \$49,719.66, for a convention surplus of \$5,375.09. These are probably final figures. In the budget report under Expenditures line 10.0, Meetings, some sublines have figures in parentheses; these indicate reimbursement to MLA from MOUG and other groups for convention services.

(6) Miscellaneous expenses in the third quarter include \$80.23 in line 11.02 for a new supply of checks, and \$25.00 in line 11.08 for the application fee for California state tax exemption (MLA's request was denied). There have been no miscellaneous expenses in the fourth quarter.

(7) Prediction. The current budget figures show a deficit of \$6,971.91. Walker predicts the final figure will be around \$10,000. A deficit of \$17,599 had been budgeted. As planned, MLA has entered a period when the surplus built up during the past four years will be used to carry us through a few years of deficit budgeting.

## 2. Supplemental Income Report.

a. Contributions of \$695.00 have been received to date, up from \$365 received in 1990/91.

b. Royalties of \$513.04 have been received, \$492.94 from UMI and \$20.10 from ALA (Basic Music Library).

c. Awards Endowment Funds. A new line was established for tracking contributions to the Duckles award endowment fund. A contribution of \$250.00 was received from one recipient of this year's award. The Gerboth development campaign raised \$6,613.00 this year, compared to \$5,590 in 1990/91.

d. Interest income in 1990/91 totaled \$10,955; the figure for 1991/92 to date is \$7,147.28 and will remain low.

e. Special Endowment Funds. As reported earlier in the year, a contribution of \$1,000.00 to Fund C was received in the second quarter. A board member noted the lack of activity in Funds A and B. Walker said the board should not expect any more activity in Fund A. See also VII.A.1. below.

## 3. Investment Account Reports.

a. Cash Investment Accounts. Walker transferred \$15,000 each from both of the money market accounts into checking for

year-end cash flow. Interest rates are very similar among the instruments: in April the rates were 3.99% for T-Bills, 3.54% for Calvert Money Market, and 3.25% for U.S. Trust checking.

b. Managed Growth Fund. A dividend of 69.219 shares was paid on March 27; the value of the shares was \$28.28 per share for a total value on the date paid of \$1,957.51. On April 30, the value of MLA's 7710.683 shares was \$217,441.26.

4. Awards Budget. All budgeted awards have been paid. Walker reminded the board that the awards are funded from half of the interest received from T-Bills and Money Market accounts. This year, the interest received will exceed the amount needed by only about \$400.00. See also VII.A.3.c.(3) below.

5. Endowment Accounts Accumulated Principal.

a. At \$14,428, the Gerboth principal has reached the campaign goal. At current interest rates, that amount will generate interest of about \$600.00 per year. Walker noted the effect of falling interest rates and reminded the board to keep that in mind when setting a goal for the Duckles campaign.

b. Duckles principal is at \$250.00; Special Endowment principal is at \$5000.00.

6. Tax exemption for chapters. Shortly after MLA applied for federal tax exempt status for the chapters, the procedure changed but we were not so informed. New rules require a \$500.00 application fee and annual reports. Walker asked for the board's advice. Advantages of federal tax-exempt status for the chapters include the following: chapters wouldn't have to pay taxes on income; some states require it before they'll grant state tax exemption (especially important for sales tax exemption); banks are becoming increasingly sticky about service charges but will sometimes waive them for non-profit, tax-exempt organizations (Walker has suggested that chapters give banks the MLA federal ID; Roberts suggested that chapters could use savings accounts instead of checking). The board agreed that since the application process will have to be renewed, it would be worthwhile to spend a year studying the situation to see if it is really worthwhile. Ochs will find out from the chapters whether federal tax-exempt status is a requirement for state tax exemption in the states in which they are active. Walker will call the feds again and point out that MLA's date of application predates the institution of the application fee.

Roberts thanked Walker for her excellent report and the clarity with which it was presented.

### III. Executive Secretary's Report. Richard Griscom.

Griscom distributed the Administrative Structure dated 8 June 1992, Draft Official Calendar and Customized Calendars, and the MLA Growth Report based on April figures.

1. Transfer of Executive Secretary's office. This was accomplished smoothly with Papakhian's help. Griscom has established an agency account for MLA with the University of Louisville.

2. Administrative Structure. Griscom has changed the format to match the format of the Notes copy. At the board's request, he will list institutional affiliations and both home and work addresses, with the preferred address indicated by an asterisk. Gottlieb said that Roberts' practice of sending changes to both her and Griscom has been helpful for her maintenance of the activity roster.

3. Draft Calendar. The board was enthusiastic about the customized calendars Griscom prepared. The board set tentative dates of June 3-6 for the spring 1993 board meeting, and accepted Gottlieb's offer to host the fall meeting. It was moved by James Cassaro, seconded, and unanimously carried that the calendar be approved.

4. Membership. Griscom presented figures based on April 30th data from the past five years. Overall membership continues its downward trend, although individual memberships are up. The greatest drop occurs in institutional categories. Since April 1, Griscom has processed nine new individual memberships and four new institutional memberships.

5. MCIMAIL. It appears to be working well. Subscription costs will appear under individual budget lines instead of under the Executive Secretary's budget. Vellucci asked Griscom to find out from MCIMAIL whether the list of MCIMAIL subscribers to MLA-L can be removed or suppressed from the message header.

6. MLABD-L. Griscom changed the settings so that only board members can post messages to the list. An outsider attempting to send a message to MLABD-L will be directed to Griscom. Griscom has printed the first year's worth of messages, from 25 March 1991 through 31 March 1992. Files may be retrieved by board members from the MLABD-L filelist; message files may be searched as an archive using LDBASE. Griscom asked whether the printout should go to the

MLA Archives or be allowed to age. It was the consensus of the board to let it age until the end of Griscom's term. Roberts reminded board members to save paper copies of e-mail correspondence for the Archives. Griscom will set up MLABD-L so that it automatically receives updated versions of the Administrative Structure.

#### 7. Publications.

a. Brochures. Griscom filled eighteen requests for brochures since mid-April, mostly from career centers and guidance counselors. He has about 1000 copies of the Music Librarianship brochure.

b. Membership directory. Papakhian has printed out the camera-ready copy and it is probably in press. The directory will be much like last year's, with the addition of the lists of past presidents and Notes editors. LC will not copyright the directory because it is not creative or original; perhaps the expanded 1993 version will meet their criteria. The ARLIS and CMS directories contain copyright statements. A statement prohibiting the use of the directory for commercial purposes will be added to the directory. It was suggested that a "dummy" entry be created so that Griscom will know if anyone is using the directory for commercial purposes. See also VII.B.9. below.

c. Directory of Library School Offerings in Music Librarianship has been available in its 4th edition since 8 April 1992. Griscom asked what to do with fifty-five photocopies of the directory that he made before finding out about the booklet form they had taken in the past. The board suggested sending them to Kevin Freeman to give away at the MLA exhibit at ALA.

d. Application cards. Papakhian printed new ones after the Baltimore meeting and there are about a thousand left. Griscom sends one out with each brochure and to each new member. He received a suggestion to include a category "Additional contribution" (AMS uses it); no decision was made.

e. Inventory. A recent bill from Haddon Craftsmen shows that MLA is over the monthly minimum storage fee, so Griscom will consult with Papakhian about destroying volume 46 of Notes.

f. Harvard Symposium. Last year, MLA purchased 400 copies; 240 remain in Haddon's inventory.

g. Monographic series. The most active titles recently have been Opera Performances in Video Format and Space Utilization in Music Libraries. Archival Information Processing for Sound Recordings will be shipped soon and Rick Jones has publicized it.

#### 8. Academic Services. Things are running smoothly.

9. Contributors. Griscom received notification of a \$20 contribution that came in with a membership application. Gerry Ostrove has been keeping track of Gerboth contributions.

10. MLA-L. As of 9 June, there are 532 subscribers. It remains one of the most civilized lists on the network. Board members expressed appreciation for the additional information occasionally posted to MLA-L by Papakhian and Griscom. Griscom will mount the official calendar and the new version of the administrative structure on the filelist, and will occasionally post the contents of the filelist.

11. Stationery and envelopes. Griscom took requests for sidebar stationery, plain stationery, notepads, and envelopes.

12. Show and tell. Griscom circulated copies of the ARLIS Newsletter, Directory, and Salary Survey. It was suggested that MLA's Personnel Subcommittee might be interested in doing a salary survey.

13. Other. Griscom and Roberts will discuss ad and mailing list accounts that are in arrears and take action.

Roberts congratulated Griscom for accomplishing a smooth changeover in the office.

#### IV. Vice-President/President-Elect's Report. Michael Ochs.

Ochs attended two chapter meetings on successive weekends. The New England Chapter met at Bates College; a highlight was a concert performed by chapter members. The Mountain-Plains Chapter met at Arizona State University in Tempe. Ochs reported that it was an exhilarating experience and said that chapter members were pleased with his attendance. He feels that this is a meaningful and important activity and very worthwhile. He picked up on a feeling by some chapter members that MLA is "out there" and is run by an insider group of people from the east. There is still a perception that it is hard to get on committees and that MLA is a formidable organization. There was a discussion of how to overcome this perception. The New Faces/New Jobs feature in the Newsletter could include new committee chairs and members. The Newsletter could include profiles of new committee chairs. Cardell asked if Griscom has a way of highlighting new appointments in revisions of the Administrative Structure.

Board members felt that MLA members active in the national organization have a responsibility to support chapter activities. It was suggested that the guidelines for hosting a national

convention should be published again in the Newsletter. Some chapter members never attend the national conventions; concern was expressed about the information that is made available only at the convention, such as the list of donors in the program. There was a brief discussion of the possibility of expanding the official visits to chapter meetings or putting the visits on a cycle. It was agreed that the present system is working; care will be taken that all chapters are visited.

Ochs reported that he has corresponded with the chair of a chapter that is in serious financial trouble. There was a discussion of that chapter's situation. Ochs will find out if any chapter has guidelines on structure and programming. Christensen reported that the Midwest Chapter is developing such guidelines and will share them; she felt that the committee structure of the Midwest Chapter breathed new life into it.

The board liked the idea of chapters starting their own LISTSERV lists. Roberts will let chapter chairs know that the policies regarding chapter newsletters will apply to electronic mail distribution lists (e.g., distribution to national officers).

Three chapters submitted requests for support. The Pacific Northwest Chapter is requesting \$500 to support the publication of a revised directory of music collections in the Pacific Northwest. The Southern California Chapter's request is for \$750 for their joint meeting with ARLIS/SCC. They have requested the same amount from ARLIS/NA. The Pennsylvania Chapter is requesting a total of \$300 for two projects--a new edition of the chapter directory, and an honorarium for a guest speaker at the fall chapter meeting. There was discussion of the way support is given to chapters. The board agreed that in the future, \$2000 should be set aside for chapter support, and that a grant application deadline should be set so that all chapters have an opportunity to apply for funds. The board felt that a competitive process would be more fair than the way support is given now. It was moved by Michael Ochs, seconded, and unanimously carried that the board approve three chapters' requests for support. Ochs will find out who the checks should go to.

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

Roberts reminded the board that if a Special Achievement Award is to be made in San Francisco, it will need to be discussed at this or the fall meeting. An award does not have to be made.

Summarizing news already communicated to the board via

MLABD-L, Roberts noted that committee appointments are in good shape; most vacancies have been filled. Following Beth Rebman's resignation, a chair is needed for the group charged to investigate electronic access to Notes. A new ALA representative is needed.

## VI. Parliamentarians' Report. Sherry Vellucci.

There was a brief discussion of the Handbook. Later in the meeting, the Parliamentarians were asked to formulate a proposal for incorporating board policies in the Handbook, for the fall board meeting.

## VII. Committees.

### A. Standing Committees.

#### 1. Development.

The report from Geraldine Ostrove, Chair, shows that the committee is active, organized, and focused. The board reviewed programmatic items in the report needing approval.

a. The board supported sending a letter and brochures to library schools in an effort to recruit new members to the profession and increase the visibility of MLA.

b. The board supported the idea of sending an MLA "recruiter" to five library schools to stimulate recruitment.

c. The board supported a mailing of brochures to all individual members. There was discussion of the cost of the mailing and whether these materials could be included in another scheduled mailing; the board agreed that a separate mailing would be more effective. There was also discussion of other organizations, such as AMS, towards which development efforts could be directed. One suggestion was to offer a promotional one-year reduced membership rate for new AMS-MLA members

d. The board supported the idea of a campaign to endow the Duckles award, and felt it would be a good idea to announce it in the registration/ballot mailing so people who attend the conference are prepared, and those who do not attend have an opportunity to contribute. There was some discussion of premiums and the target goal of the campaign (continued under the Finance Committee, VII.A.3. below). It was moved by James Cassaro, seconded, and unanimously carried that the board authorize a campaign to endow the Duckles award, the target goal of which will include capital expenses involved in running the campaign. It was suggested that a corporate contributor might want to cover the cost

of premiums. There is the possibility of a concert and reception open to major contributors. This would be announced in advance. It was suggested that other groups besides MLA should be targeted by the campaign.

Ostrove has expressed concern that the list of donors appears only in the conference program, and has suggested that it should appear once a year in the Newsletter. The board agreed with that suggestion, and felt that an article about major gifts to MLA (i.e., the special endowments) should also appear.

The board expressed its thanks for Ostrove's fine report.

## 2. Education.

a. Continuing Education Project. The board reviewed the progress report submitted by Roberta Chodacki and Joyce Wemer and discussed the merits of the courses proposed to date.

(1) Cataloging: An Introduction for the Public Librarian. There was a lot of support for this topic.

(2) Public Services: An Introduction for the Technical Services Librarian. There was support for modules on the reference interview and bibliographic instruction. A suggestion was made to combine a module on reference tools with the course on CD ROMS in the Music Library, for a reference tools update. There was some feeling that these first two courses would be more appealing to non-music and public librarians without the "for the \_\_\_\_\_" subtitles. Other board members felt that the target audience for the courses should be music librarians at this point; targeting other audiences is a separate issue which needs to be addressed.

(3) Collection Development. There was support for this course. A technical report on this topic will be appearing within the next year.

(4) Using BITNET/INTERNET. It was felt that this would appeal to MLA members without institutional access to e-mail. It needs to be a hands-on course.

(5) CD ROMs in the Music Library. The board felt that there is a lot of interest in this topic. LAN applications are of particular interest.

(6) Musicology Update. The board was not enthusiastic about this course. The board diverged into a discussion of the extent to which young musicologists and theorists are using interactive technology and whether music librarians are missing the boat. This might be a good topic for a plenary session. The board agreed that the CE courses should be training courses, and should avoid topical debates that are better addressed by program

sessions.

(7) Oral History. The board felt this is a very timely topic but was not unanimous in its support. Some felt that involvement of the Archives Joint Committee and the chapters could benefit the association. Others felt that there is less interest in this topic than in others, and that the course must be carefully done or it could be somewhat dangerous.

(8) Management Skills. The board felt that there is a lot to be addressed in this era of budgetary restraints. The course could include instruction on being a middle manager. There needs to be some structure to the course.

(9) Copyright. This could be tied in with the Legislation Committee's forthcoming handbook, and with broader legal issues.

The board was pleased with the work done by Chodacki and Wemer.

### 3. Finance. James Cassaro.

#### a. 1991/92 Budget

The board unanimously approved the Finance Committee's recommendation for approval of the following overages:

7.09 Program Committee	\$18.34
7.16 MLA/MPA Joint Committee	\$208.22
8.06 Placement Service	\$232.07
8.08 Conference Tapes	\$257.79
9.06 Notes	\$4,337.91

#### b. 1992/93 Proposed Budget.

Cassaro distributed copies of the proposed budget. MLA is now in a planned deficit budgeting period. The 1992/93 deficit is substantially larger than expected. The surplus on 1 July 1991 was about \$89,000. The surplus on 1 July 1992 will be about \$79,000. The bottom line indicates a need for a dues increase in 1993. Cassaro pointed out some highlights of the proposed budget.

(1) Income line 5.02, Campaign Premium, corresponds to expenditures line 7.0481 and is a pass through for Development Committee campaign income for capital expenses. Cassaro presented the following motion, which was unanimously carried by the board: The Finance Committee recommends to the MLA Board that target goals for development campaigns should include the capital expenses involved in running the campaign. Further, the capital expenditures made from the operating budget must be balanced by an equal amount

of income. It was pointed out that contributions will not be fully tax-deductible if donors accept a premium.

(2) Expenditures line 6.023, Executive Secretary phone, shows a large drop because MCIMAIL expenses were moved into the appropriate officers' budget lines.

(3) Expenditures lines 7.0181 and 7.0187, Administration Committee travel and ALA registration, are not funded because there are presently no representatives to ALA from that committee.

(4) Expenditures line 7.0481, Development Committee Campaign Premium, corresponds to income line 5.02. Cassaro presented the following motion, which was unanimously carried by the board: The Finance Committee recommends to the MLA Board that the minimum donation for receiving a premium for the Duckles campaign be set at \$40.00 for an MLA engraved letter opener, 250 of which will be made. An MLA canvas bag will be offered as a premium for a minimum donation of \$20.00. In addition, both premiums will be offered for donations of at least \$50.00. This will be in effect as long as premiums are available.

(5) The Public Library Committee's request for line 7.10 included travel funds for the 1993 ALA convention, at which the committee will present a program. Cassaro presented the following motion, which was unanimously carried by the board: The Finance Committee moves that the MLA Board make a commitment to provide normal travel funds (transportation, lodging, registration, and per diem) to MLA representatives making presentations at the 1993 ALA Public Library Association program in New Orleans, to be included in and approved with the FY 1993/94 budget.

(6) The cost for advertising publications was taken out of expenditures line 8.05, Publicity Officer, and put in the appropriate publications lines under Advertising. This gives the editors more responsibility for advertising and for covering advertising costs by setting appropriate prices for publications.

(7) Honoraria have been raised as recommended by the Finance Committee and approved by the board at the February 1992 meeting.

(8) At some point, the board might want to consider raising expenditures line 7.158, Subsidy to the US-RILM Office, or consider a cycle for raising the subsidy.

(9) Conference tapes. There was a lengthy discussion of whether or not to continue offering conference tapes. MLA pays the travel and lodging for a firm to tape conference sessions. Several board members were uncomfortable with dropping this service

without knowing how it was being utilized by the membership. It is known that one copy of the tapes is deposited in the MLA Archives. The Pacific Northwest Chapter buys a set for the use of its members. It was felt that if the service is discontinued, the membership should be notified of this in the conference mailing. It was moved by James Cassaro and seconded that expenditures line 8.08, Conference Tapes, be reduced to \$0.00. The motion carried with seven votes for, two votes against, and no abstentions.

(10) The board made adjustments to income line 4.0, Placement, and expenditures lines 6.072, Board Members-at-Large Salaries (for student help); line 7.07 and sublines, Local Arrangements Committees; Notes sublines 9.06222, Contributing Editors Salaries; 9.06224, Contributing Editors Postage; and 9.068, Printing; and line 11.03, Chapter support. In reviewing the Notes budget, concern was expressed about the use of Federal Express instead of book rate to mail review copies (a rumor later dispelled by the editor). Notes budget changes were made with the understanding that the editor would be reducing the size of some features and thereby the total page count for the journal.

It was moved by Nancy Nuzzo, seconded, and unanimously carried that the proposed 1992/93 operating budget be approved. For the record, this budget shows a deficit of \$24,008.00.

c. Investments Subcommittee. Cassaro distributed copies of four Finance Committee motions based on recommendations of the Investments Subcommittee. These were reworked from three motions that had been presented at the February 1992 board meeting and subsequently tabled.

(1) The Finance Committee moves that the MLA Treasurer be authorized to move investments among existing like instruments in order to maximize potential earnings upon the recommendation of the Investments Subcommittee and with the approval of the MLA President, Vice-President/President-Elect and Fiscal Officer, such activity to be subsequently ratified by the full board. Cassaro noted that the key phrase is "among existing like instruments"--the motion does not address movement between short-term and long-term instruments. The purpose of the motion is to maximize interest income. The motion carried unanimously. Cassaro noted that the Finance Committee amended a policy that had instructed the treasurer to move money to the checking account in parallel amounts from the money market funds. The newly-amended policy does not require the Treasurer to withdraw equal amounts from

each fund when replenishing the checking account.

(2) The Finance Committee moves that MLA's current investments in long-term instruments (at present the funds in the Calvert Managed Growth Fund) be designated as a Permanent Fund, the principal to remain intact except for acute fiscal emergency. There was discussion of whether this motion conflicts with the "60% rule" (a motion passed on 21 February 1990 which requires "that MLA reserve an amount equal to 60% of the operating budget in the Calvert Managed Growth Fund as a reserve. Funds exceeding that amount in the Growth Fund, with the exception of those in special endowments, may be used for projects designated by the board."). It was felt that the new motion does not supersede the 60% rule but does place a greater restriction on the use of funds exceeding the reserved 60%, depending on how you define principal. A board member asked if the intent of the 60% rule would be better served by requiring the operating budget to be no greater than 166% of the amount in the Permanent Fund, since we have more control over the operating budget than we do over the growth of the Permanent Fund. The motion carried unanimously. The question of how to define principal in the Calvert Managed Growth Fund was left unanswered, though a conservative view that reinvested interest becomes principal was implied.

(3) The Finance Committee moves that a one-time transfer of \$20,000 from the available non-operating funds be made to the Permanent Fund. This amount represents accumulated interest on the money market and T-Bill accounts, contributions, royalties, and other "supplemental income." The transfer will increase the size of long term investments. The motion carried unanimously. A related motion increases the pool of money available to fund the awards. The Finance Committee moves that the MLA Board amend the policy of funding the MLA Awards Budget to include one-half of the interest earned on the MLA checking account. The motion carried unanimously.

(4) The Finance Committee moves that the Permanent Fund be diversified in order to maximize earnings and protect the Fund. The motion carried unanimously. Cassaro presented a related motion: The Finance Committee moves the Permanent Fund, at present completely invested in the Calvert Managed Growth Fund, be divided among three mutual funds, the Calvert Managed Growth Fund, Parnassus and Pax World. Board members expressed concern about fees involved in transferring money. They asked that the Investment Subcommittee prepare advice on how much it costs to move money into the three funds, and how long at a specific interest rate the money will have

to be invested for the fees to be paid off. The motion carried unanimously.

Cassaro and the Finance Committee were thanked for their work.

4. Nominating. The committee consists of James Farrington (Chair), Paula Elliot, Christine Hoffman, and Richard Jones.

5. Program.

a. Baltimore. Christensen distributed a summary of the Baltimore program evaluation. The new program format was heartily endorsed by those attending the Baltimore conference.

b. San Francisco. The board considered Holly Mockovak's request that the length of the business meeting be shortened by fifteen minutes and the wrap-up session by thirty minutes. The board was opposed to shortening the business meeting; it was pointed out that this is the only constitutionally required meeting at the conference. The board suggested eliminating reports on the plenary sessions during the wrap-up, and limiting round table reports to two minutes each. A few conflicts and omissions in the schedule were noted; Gottlieb offered to make a list of these for Roberts to send to Mockovak. There was some concern about not having program information on the schedule. Roberts will get a fuller version of the schedule and distribute it to the board for comments; Gottlieb will gather the comments. It was suggested that the conference registration form should have a space for registrants to indicate whether or not they will attend the Berkeley concert. There was a question about the preparation of camera-ready copy for the conference program and whether Hoffman will do this again, and whether the Program Committee needs a salaries line for data entry. The board reviewed the proposal for "Ask MLA" sessions in San Francisco and selected "Cataloging challenges" and "Circulation/reserves/ILL policies" as the topics of choice. A board member suggested including document delivery in the latter session.

There was a brief discussion of whether the program chair should attend the spring or fall board meeting. It was the consensus of the board that it is not necessary for the program chair to meet with the board except at the winter meeting, and that appropriate communication channels are in place among the convention manager, board, and program chair.

The board received a report from Chicken Band

coordinator Matthew Wise. The board advised him to take his request for a piano to the program chair.

c. The board discussed at length three program matters with financial implications.

(1) Guidelines for honoraria. The board was in favor of offering honoraria but not travel support to outside speakers who appear on non-plenary sessions. It was felt that this would encourage the use of local resources while controlling program expenses. It was moved by James Cassaro, seconded, and unanimously carried that an honorarium of up to \$150.00 may be offered to non-MLA speakers appearing on programs during the annual conference. Every effort should be made to identify local speakers to participate. If this is not feasible, for plenary sessions only, lodging and the least expensive reasonable mode of transportation may be requested through the convention budget.

(2) Equipment requests. The convention manager is responsible for coordinating the availability of equipment, but the program chair needs to receive requests early on so that there are fewer surprises. The program chair can screen requests so that the least expensive options are chosen. An early deadline for requests should be set. It was moved by Jane Gottlieb, seconded, and unanimously carried that requests for equipment for conference sessions must be submitted to the program chair by a date specified in the official MLA calendar. The program chair will distribute a list of possible equipment to committee chairs and plenary session and round table coordinators. For 1992/93, 1 August was set as the date by which convention equipment requests are due to the program chair.

(3) There was an extended discussion of the origins and history of round tables in MLA. They started out as informal gatherings of members with a common interest for the purpose of sharing information. Round table meetings have become more programmatic; the difficulty now is that there is no prior communication with the board regarding their programs, and costs are something of a wild card. Several suggestions were made. Round tables could formulate programmatic sessions to offer at times other than their regular meeting times, which would be reserved for information sharing. Another suggestion was to create a situation analogous to chapter support, whereby round table coordinators apply to the board for funds for projects. This would require more planning on the part of the round table. A board member suggested not funding any projects that are not funneled through the program chair as convention expenses. This would put the burden of funding

round table activities solely on conference attendees. A final suggestion was to make round tables part of the normal budgeting process, which gives the board the opportunity to review projects. This is in fact what was done this year, and is what is stated as policy in section VII.D. of the Handbook. Board consensus was that round tables should be reminded of their charge, and should be limited to one meeting during the conference.

The board's response to a request by several round table coordinators and members, submitted on 21 February 1992, that the board consider establishing an acceptable way for the round tables to circulate (and duplicate) lists and bibliographies among their members at MLA expense, is that the means for this already exists. The MLA Clearinghouse was established for the collection and dissemination of miscellaneous MLA documents, electronically and in hard copy. Hard copies are distributed at cost. The board feels that the clearinghouse is an excellent way to make round table materials available, because they would be available to the entire MLA membership, not just the members of the issuing round table. For members without electronic access, new additions to the clearinghouse are listed in the MLA Newsletter.

It was felt that the program evaluation form for the San Francisco meeting should target the round tables. Also, Steve Fry should be consulted about the form. Roberts will ask Mockovak to be in touch with Christensen regarding the program evaluation form.

## 6. Publications.

a. Index & Bibliography Series. The board received additional information from Campana regarding the work proposed as number 27 in the series. It was moved by Victor Cardell and seconded that the board accept Debbie Campana's proposal to publish J. Bradford Young's *The Works of Robert Valentine, A Thematic Catalog*, as number 27 in the Index and Bibliography Series. One board member was not enthusiastic about this publication; others recognized that Valentine is a lesser known composer but felt that the work will be useful. The motion carried with eight votes for, none against, and one abstention. It was suggested that the work should be advertised in *American Recorder*.

b. Music Cataloging Bulletin. Jim Henderson asked about advertising for the MCB Index. In the past, the index was advertised with an insert in MCB.

c. Newsletter. The board noted the receipt from Michael Rogan of a mock-up of a page from the Newsletter showing some design

changes.

d. Technical Reports Series. Smiraglia is moving forward with negotiations for the joint publication with ALA's Association for Library Collections & Technical Services of Knowing the Score.

e. Other. The board discussed the philosophy of pricing series so that MLA breaks even when standing orders are filled; there was some feeling that this policy should change.

With the change in how publicity costs are handled, editors should be instructed to include publicity costs in their budget requests (see IX.C. and VII.A.3.b.(6))

## B. Special Committees.

### 1. Administration.

a. Subcommittee on Music Library Facilities. The board discussed a proposal from chair Joyce Clinkscales to establish a register of building projects. This would be a referral service rather than an income-generating publication. The board suggested adding a line to the questionnaire which asks if the respondent may be called. It was moved by Jane Gottlieb, seconded, and unanimously carried that the proposal for the Subcommittee on Music Library Facilities to establish a register of building projects and the questionnaire to gather information be approved.

### 2. Awards. No report.

### 3. Bibliographic Control.

A working group on sheet music cataloging guidelines has been established as the Sheet Music Working Group, with Sarah Shaw as chair.

4. Legislation. The committee is working on a copyright handbook.

### 5. Preservation. No report.

6. Public Libraries. Carolyn Dow has been appointed the new chair.

7. Reference and Public Service. David Hunter is now the chair of the Subcommittee on Bibliographic Standards for Reference Works.

8. Resource Sharing and Collection Development. Work on the basic list project continues; Kent Underwood is coordinating recordings and Jane Gottlieb is coordinating scores.

9. Ad Hoc Committee for the Enhancement of the MLA Directory.

The committee has recommended a directory similar to the one produced by Academic Services for the American Association for the History of Medicine. The board supported the proposal, and was in favor of listing two addresses for individuals, with an asterisk indicating the preferred address. The board agreed to postpone listing areas of professional activity or interest and charged the committee with the task of developing a more thorough list. There were concerns about limiting members to three activities or interests; concern was also raised about the implications for future mailing lists and whether they would be more selective based on the activities or interests chosen. The intent to include areas of professional activity or interest in the 1994 directory should be announced in San Francisco. The board suggested changes to the MLA Membership Update Form included in the committee's report.

With Jim Henderson's assistance, the board made some changes to the membership renewal form to give members the opportunity to contribute to the Duckles, Gerboth, and unrestricted funds. Sustaining Members will be prompted to pay that level of membership fee.

## VIII. Round Tables.

Sarah Dorsey is coordinator of the New Members Round Table, Lois Schultz is coordinator of the Sheet Music Round Table, and Sherry Vellucci is the new coordinator of the Research in Music Librarianship Round Table. For more discussion of round tables, see VII.A.5.c.(3) above.

## IX. Special Officers.

### A. Convention Managers.

1. Atlanta site visit. The board reviewed Ned Quist's report on visits to five Atlanta-area hotels. Two are realistic possibilities for MLA. The first choice of Quist and the Local Arrangements Committee is the Holiday Inn Crowne Plaza in Ravinia. MLA would be a perfect fit and the hotel wants our business. The

second choice, the Hyatt Regency Atlanta, is a bit more expensive. It has the advantage of a downtown location on MARTA, but the fit would not be as good. The board agreed with Quist's and the committee's recommendation of the Holiday Inn Crowne Plaza. The board would like Quist to investigate the breakfast options at this location and the possibility of a breakfast plan through the hotel if other options are found wanting.

2. 1996 proposal from Seattle. The board was pleased to review an invitation to meet in Seattle. It was moved by James Cassaro, seconded, and unanimously carried that the board accept the proposal from the music librarians at the University of Washington, City of Seattle, King County Library System, and Pacific Northwest Chapter of MLA to meet in Seattle for the national meeting in 1996, contingent on MLA's ability to conclude satisfactory hotel arrangements. Roberts advised westward-bound board members to sit on the left side of the plane on the way to Seattle.

B. Placement. There has been a smooth transfer of operations from Paula Matthews to Pat Fiskén. Earlier in the meeting, it was suggested that Placement Service renewal notices be sent after the beginning of the fiscal year, to allow the board the opportunity to raise Placement Service dues. Griscom will change the calendar for 1992/93. Jim Henderson offered mailing support to Pat Fiskén; he would identify Placement costs in his invoice to Griscom.

C. Publicity. There was a brief discussion of exchange agreements. Rick Jones will be investigating the agreement with SEM. Susan Dearborn has ad exchange agreements with 114 publications.

The board discussed several proposals contained in Jones's report.

1. Publicity for MLA publications. It was moved by Beth Christensen, seconded, and unanimously carried that the following recommendations be approved:

(1) Publicity will be planned once a year, at budget presentation time, for all publications expected to appear during the next fiscal year;

(2) the publicity planning process is a part of the publication planning process--that is, as soon as an editor begins to consider a manuscript, appropriate information will be sent to the publicity officer and a program of advertising developed, costed, and incorporated into the publication proposal;

(3) the publicity techniques from previous years (information releases, computer network announcements, announcements in MLA publications, etc.) may be supplemented, as appropriate, by some new techniques: purchased (or exchanged) advertisements and direct mail campaigns;

(4) the cost of the new techniques of publicity will be financed by pricing the publications to cover the costs;

(5) MLA serial publications (Notes, MCB, and Newsletter) will accept advertising of MLA publications (as opposed to announcements) for individual publications;

(6) in place of the standard full publications list exchange ad that has been used in the past, a new ad will be prepared each year featuring only recent, new, and forthcoming publications; and

(7) the development of advertising copy will be the responsibility of the publicity officer and the Notes advertising manager with the approval of the appropriate editor. Copy will be put into print by the Notes advertising manager; the cost of this will be funded from the Notes advertising budget.

Vellucci was instructed to include these policies in the Handbook.

2. Publicity for Opera Performances in Video Format. Jones has been exploring several possibilities, including placing copies of the work in opera house gift shops. The board agreed to allow Jones continue with his investigations. The board was opposed to giving away copies of the work for use by Texaco Opera Quiz.

3. Sale of publications at exhibits. The board found the details of accepting credit cards or payments of any sort at the exhibits to be too complicated. Instead, the board recommended putting out an order form for visitors to pick up.

4. MLA t-shirts. The board was in favor of donating these to an orphanage or homeless shelter with no strings attached.

## X. Representatives, Joint Committees, Projects

A. ALA. A new representative is being sought; Roberts invited suggestions.

### B. MLA Archives.

1. Oral History Subcommittee. The Joint Committee would like to establish a subcommittee to address the topic of oral history and work out an oral history program. The board approved

this request. Concern was raised about funding for the committee. The University of Maryland probably would not contribute funding, but might be willing to co-sponsor grant applications for oral history projects.

2. Policy on Machine-Readable Records. The board reviewed this new policy. It was noted that spreadsheets are saved as reports, not as spreadsheets. A board member raised the issue of degradation of electronic information as it is transferred among software packages. At its next meeting, the board will discuss and formulate a policy which addresses the ethical considerations of electronic forms of board activity, particularly whether board members should purge all such files on their retirement from the board.

C. MLA/MPA. This committee is now the MLA/MOLA/MPA Joint Committee with the inclusion of the Major Orchestra Librarians Association. This is a good move and is the logical link with MLA and MPA. There is a spirit of harmony within the group.

1. One reason for harmony is the Joint Task Force on Publishers' Archives. The board reviewed the task force's report and the recommendations to renew the task force's term for another year, endorse the conference idea, and endorse the oral history project. There were questions about the mechanics of submitting grant applications to federal agencies and whether MPA can be an applicant. This could be accomplished through a single institution with the consent of both associations. There was concern that care should be taken so that oral history projects don't compete with one another. The board was pleased that so much progress has been made and finds the prospects exciting. It was moved by Sherry Vellucci, seconded, and unanimously carried that the board approve the recommendations of the Joint Task Force on Publishers' Archives and commend them for the remarkable amount of work they have done on this project. The board would like another progress report by 1 May 1993.

D. NASM. The joint committee will be meeting in a week. Jane Gottlieb spoke highly of the efforts of the NASM office in providing relevant background articles. The meeting will explore issues of common concern. Gottlieb thanked Roberts for pursuing this relationship. She will communicate with Roberts after the meeting.

XI. New Business.

The board cheered Carol Tatian for her hospitality, and thanked Roberts for seeing the board through difficult deliberations with good humor.

A motion to adjourn carried unanimously.

Submitted by Nancy Nuzzo, Recording Secretary.

Appendix I. New policies adopted by the board.

Established competitive process for chapter support (IV.)

Established guidelines for development campaigns (VII.A.3.b.(1))

Treasurer can move investments among like instruments  
(VII.A.3.c.(1))

Long-term investments designated as Permanent Fund (VII.A.3.c.(2))

Awards budget income will include half of interest earned on  
checking account (VII.A.3.c.(3))

Permanent Fund diversified (VII.A.3.c.(4))

Established policy for honoraria for outside speakers  
(VII.A.5.c.(1))

Established policy for conference equipment requests (VII.A.5.c.(2))

Established new policies for publicity (IX.C.1.)

Appendix II. List of actions to be taken.

Action	By whom	By when
Talk to chapters re: tax exemption (II.6.)	Ochs	Spring 1993

Talk to feds re: application (II.6.)	Walker	Spring 1993
Ask MCIMAIL about message header (III.5.)	Griscom	soon
Talk to Rogan about ideas for Newsletter (IV.)	Roberts	soon
Notify chapter chairs about policies for chapter e-mail lists (IV.)	Roberts	soon
Find way to incorporate board policies into Handbook (VI.)	Vellucci, Christensen	Fall 1992
Write article about major gifts (VII.A.1.)	Walker, Roberts	8/28/92
Consider raising subsidy to US-RILM Office (VII.A.3.b.(8))	Board	2/93 or 6/93
Notify membership of decision to drop conference taping (VII.A.3.b.(9))	Griscom, Roberts	Conference mailing
Ask Inv. Subcom. to investigate fees (VII.A.3.c.(4))	Roberts	soon
Review conference schedule, etc. (VII.A.5.b.)	Roberts, Gottlieb, board	soon
Remind round tables of charge and respond to letter (VII.A.5.c.(3))	Roberts	soon
Talk to Mockovak re: evaluation form (VII.A.5.c.(3))	Roberts	soon
Instruct editors re: publicity and budget (VII.A.6.e.)	Cardell	March 1993
Ask Ad Hoc Com. to expand interest/ activity list (VII.B.9.)	Roberts	soon

Announce intent to include interests in 1994 directory (VII.B.9.)    Roberts    Feb. 1993

Sit on left side of plane en route to Seattle (IX.A.2.)    Board    1996

Consider raising Placement dues (IX.B.)    Board    Feb. 1993

Set billing date for Placement as July 1 in 1993/94 calendar (IX.B.)    Griscom    May 1993

Give Jones the OK to proceed with investigations (IX.C.2-4)    Roberts    soon

Formulate policy re: electronic forms of board activity (X.B.2.)    Board    Fall 1992

And from a previous meeting...

Consider appointing an ad hoc com. to examine the program (2/92, VII.A.5.b.(5))    Board    Feb. 1993