

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

New York, New York, 25-26 September 1992

Friday, September 25: 2:00-6:00 PM; Saturday, September 26:
9:00 AM - 6:00 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.

I. Recording Secretary's Report.

The minutes of the meeting of 12-13 June 1992 (Providence)
were approved with the following correction: page 14, line 7,
change "carried" to "carried".

II. Treasurer's report. Diane Parr Walker.

Walker distributed a packet of Fourth Quarter Year-End
1991/92 Reports containing the Balance Sheet, Operating Budget,
Supplemental Income Report, Investment Accounts Report, Treasury
Bills Summary, Awards Budget, Endowment Accounts Accumulated
Principal Report, Summary Operating Budget Three-Year Comparison,
Supplemental Income Four-Year Comparison, and Operating Budget
Surplus Report. She distributed a packet of First Quarter-to-Date
1992/93 Reports containing the Operating Budget, Supplemental Income
Report, Investment Accounts Report, and Treasury Bills Report.

1. Overview of final 1991/92 budget.

a. Operating budget income reached 89% of the budgeted
figure.

(1) Dues were under by \$.50.

(2) Sales reached 81.6%. Notes was on target at
98.6% and Mailing Lists reached 125.4%.

(3) Meetings reached 90.3%; there was a surplus of
\$5,305.09.

(4) Miscellaneous income of \$86.47 in line 5.01 is a

bookkeeping adjustment for checks that never cleared.

b. Operating expenditures reached 91.9% of budget.

(1) Publications expenses during the last three weeks of the fiscal year included the Cumulated MCD, two technical reports, and two issues of the Newsletter.

(2) Miscellaneous expenses reached 203.4%. As reported at previous meetings, these were mainly management and publications carry-overs.

c. Deficit. MLA expended \$24,706.68 in surplus operating budget funds in 1991/92. Walker noted that this amount was larger than anticipated, but is no reason to panic.

(1) Expenses for the Cumulated MCD and two technical reports came late in 1991/92; sales income will appear in 1992/93.

(2) There was a carry-over of \$9,773.68 from 1991/92; that year's unexpected surplus was deceptive.

d. Supplemental Income. A total of \$17,017.33 was received, including \$6,613.00 in contributions to the Gerboth Fund.

e. Investment Accounts.

(1) Cash investments total \$101,498.77. Interest rates as of 30 June 1992 were 3.37% for Calvert Money Market, 3.6% for Fidelity/Spartan Money Market, 3.75% for Treasury Bills, and 3.14% for US Trust checking (interest income is reported as Supplemental Income). Walker transferred \$5,000.00 from each money market account to checking in June for year-end cash needs.

(2) The Permanent Fund (Calvert Managed Growth Fund) had a value on 30 June of \$219,536.10. MLA received 74.285 shares as dividends on June 26 for a total of 7784.968 shares owned, each with a value of \$28.20.

f. Awards Budget. The total available income was \$2,611.06, or \$261.06 over the amount needed to fund the awards.

g. Endowment Funds.

(1) Gerboth Fund principal was \$14,428.00 on 30 June.

(2) Duckles Fund started off with \$350.00 in contributions in the fourth quarter.

2. Three-Year Comparison.

a. Income. The percentage distribution of income among dues, sales, meetings, and placement has been reasonably steady.

b. Expenditures. The relative percentages among management services, program expenses, other member services, publications, meetings, and miscellaneous have been fairly consistent.

c. Supplemental Income (four-year comparison).

(1) There was an increase in donations in the last two years (contributions and award endowments).

(2) Interest on cash accounts declined from \$11,114 in 1988/89 to \$7,846 in 1991/92, in spite of a peak cash surplus in the first two quarters of 1991/92.

3. Operating Budget Surplus Projection.

a. The projection indicates that the operating budget surplus will be depleted during 1993/94, suggesting a dues increase in July 1993.

b. July 1993 is six years after the last dues increase in July 1987, the projected interval.

4. 1992/93 First Quarter-to-Date Budget Reports. Walker pointed out a correction to the expenditure totals and balance in the 1992/93 operating budget. Figures given at the June board meeting were in error because of a problem with the Lotus 1-2-3 spreadsheet formulas. Budgeted total expenditures are \$341,833.00 instead of \$339,383.00; the budgeted deficit is \$26,458.00 instead of \$24,008.00.

a. Income.

(1) Lines 2.03 and 2.05 for Cumulated MCD and for technical reports are showing income, offsetting expenditures for the production of those items in 1991/92.

(2) Miscellaneous income in line 5.01 includes a \$195.00 refund on exhibit security at the 1991 convention, and a \$0.26 refund of the balance in the newsletter bulk mail account in Middletown, CT.

b. Expenditures.

(1) First quarter expenditure of \$3,960.01 in line 6.0281, Membership Directory, should have been a 1991/92 expense but billing was delayed.

(2) Chapter support, under Miscellaneous line 11.03, includes \$300 to the Pennsylvania Chapter and \$750 to the Southern California Chapter (approved in June), and \$450 to the New York State/Ontario Chapter (to be approved at this meeting).

c. Supplemental Income. Contributors with dues renewal are taking advantage of the option to designate their giving. There have been several contributions to the Duckles fund through the renewal process, demonstrating the value of putting this option on the renewal form.

d. Investment Accounts Report.

(1) Walker transferred funds from Calvert Managed

Growth to open Parnassus and Pax World funds as decided in June, to diversify MLA's Permanent Fund.

(2) The diversification suggested by the Investments Subcommittee after the June board meeting was 40% each in Calvert and Pax World, and 20% in Parnassus.

(3) Additional accrued supplemental income of \$20,000 will be transferred into the Permanent Fund. Walker will check with the Investments Subcommittee to see if they still want this additional amount to go to the Parnassus Fund, to meet the previously suggested percentage.

e. T-Bills.

(1) The interest rate dropped below 3% in September.

(2) The first bill will end its renewal cycle with the return of that \$20,000 in June 1993.

(3) The Investments Subcommittee will be consulted about how to invest this money. Walker is against purchasing more T-Bills. This money is part of the accumulated surplus and will be needed in the next budget year.

5. Income tax information for 1991/92 was given to the accountant and should be ready for filing by the end of September.

6. Tax exempt status for chapters. Walker is still trying to get through to the IRS and find out when the \$500 application fee was instituted. Shortly after the meeting, she reported via e-mail that the fee was instituted two years before MLA's application. Board consensus was that we should go ahead with the application process.

Roberts thanked Walker for her colorful report, calling it a model of clarity.

III. Executive Secretary's Report. Richard Griscom.

1. Administrative Structure. The latest version, dated 1 September 1992, was mailed to board members before the meeting and posted on MLA-L on 5 September.

2. Membership. Reports received monthly from Academic Services show a continuing downward trend. As of 31 August, the total number of members and Notes subscribers is 2683, down 44 from August 1991 and down 97 from August 1990. Individual and institutional memberships are virtually unchanged; Notes subscriptions are down by about 20 for institutions and six for

individuals; student and retired memberships are each down by ten. Fourteen new memberships have been processed since the last board meeting. The number of MCB subscribers is at 772, down 36 from last year and down 83 from two years ago

3. MLABD-L. Problems with sending mail to the list have been corrected.

4. MCIMAIL. Charges continue to be reasonable. Griscom made inquiries about the long list of subscribers that appears at the beginning of every MLA-L message. MCI is aware of the problem and it is up to them to correct it.

5. Renewal forms. The revised renewal forms were mailed out early in July with the new Membership Directory Update Form. In August, Jim Henderson sent Honorary and Life members a mailing including the directory update card, a renewal form with dues set at zero, and a cover letter from Roberts. This gave them the opportunity to contribute to MLA.

6. Publications.

a. Brochures. Twenty have been mailed out since the last board meeting. Ostrove is in the process of reprinting the music librarianship brochure; it should be ready soon. She suggests printing a list of available MLA publications on the back of the application card so that people can join MLA and order publications using one form. There was some opposition to using the back of the form, which currently lists the officers of the association. The use of a full sheet, rather than a card, was suggested. It was felt that the officers shouldn't be listed on something that is meant to be sent back to MLA. No clear consensus was reached. Griscom will find out if Henderson has a preference.

b. Membership directory. Directories were mailed out on 20 July. A number of errors have been reported. Henderson drew up a calendar for the production of the 1993 directory. It will be based on membership as of 31 December 1992 and will be mailed in mid-February.

c. Directory of Library School Offerings in Music Librarianship. Eleven copies of the 4th edition have been sold since the last board meeting, bringing the total to about 26. Griscom was not able to send the 50 double-sided photocopies of the directory to Kevin Freeman in time for ALA, so he has given about half of them to Rick Jones instead. Griscom has received requests for free copies of the directory; a notice implying that the directory is a free publication appeared in the September issue of Career Opportunity News.

d. Inventory. As of 31 August, TR 21, Archival

Information Processing for Sound Recordings, had sold 177 copies; 219 remain in inventory. One hundred ninety copies of the Cumulated MCD have been sold and 613 remain in inventory. TR 20, Space Utilization in Music Libraries, has sold 223 copies since publication in February; 53 copies remain in inventory. Music Librarianship in America has sold 168 copies and 211 remain in inventory. The size of the print run for TR 20 was questioned and the possibility of reprinting it was raised. Griscom will seek more information from editor Smiraglia. Notes volume 46 is due for destruction in January. Griscom will send 25 copies to Rick Jones, 10 to Dan Zager, and 25 to AMS Reprints. Rather than destroy the remaining issues, the board suggested letting Zager and Jones choose some issues to give away at MLA's exhibit at AMS.

7. Academic Services. Things are running smoothly. Henderson sent out letters to vendors that are in arrears, and several have paid up. In June, \$10,455 was outstanding; that amount was reduced to \$5,511. Griscom asked for advice on how to follow up with the others. At the board's suggestion, he will have Henderson send Roberts copies of the letters that were sent; Roberts will write to the deadbeats. The board was in favor of keeping a list of bad debts that have been written off in the past, and not allowing those vendors to purchase ads or mailing lists without pre-paying. Henderson noticed that the supply of book invoice forms is low and suggested printing a run of 5000, at a cost of \$750-1000.

8. Contributors. Griscom received \$1,250 in contributions as of 7 September: \$585 unrestricted, \$225 Gerboth, and \$440 Duckles. His figures do not agree with Walker's. Griscom, Roberts, and Ostrove discussed the acknowledgment of gifts, which, with the addition of the Duckles fund, was becoming complicated. The Executive Secretary will acknowledge all donations less than \$100, and the President will continue to acknowledge gifts of \$100 or more.

9. MLA-L. There are now 580 subscribers, up 155 from a year ago. Board members reported problems with retrieving the Administrative Structure and list of e-mail addresses.

10. Convention mailing. This will be prepared in mid to late October.

11. Advertising in the Midwest Chapter Newsletter. Griscom had circulated a query from Rick Jones via MLABD-L. The tax implications are not clear; the board was in favor of having Jones hold off until Walker hears an answer from the IRS regarding the application for exemption for the chapters.

Griscom was thanked for his report.

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

Ochs asked the board to consider the application process for chapter support. The new application process will be announced in the Newsletter, in a letter to chapters from the vice-president, and at the chapter chairs breakfast. The article in the Newsletter will publicize the grants that have been awarded and describe the new competitive process. The deadline for applications was set at 1 April; chapters will be asked to apply to the chapter liaison (vice-president/president-elect or past president), who will forward budget requests to the Finance Committee. The board will review applications at the June board meeting. At its last meeting, the board suggested allocating \$2,000 each year for chapter support.

The New England Chapter submitted a request for financial assistance. Because the total amount allocated for chapter support in 1992/93 has already been committed, they will be asked to reapply.

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

1. ALA Affiliates Meeting. Roberts reported that this meeting was interesting. ALA is embarking on a self study and membership assessment. The Medical Library Association went through a similar process, in which board members called every twentieth member and asked set questions. At the meeting, Roberts reported on the impact of MLA-L on the profession and association, MLA's venture into continuing education sessions, the impact of the Bibliographic Control Committee on cataloging rules, and MLA's joint programs with the Music Publishers Association and NASM.

2. SLA liaison. Karen Botkin agreed to represent MLA; Sherry Vellucci will take over in a year.

3. Office of Government Ethics. This body has issued a standard for ethical conduct, but the relevant portion on participation in professional organizations by federal employees has been reserved for consideration at a later date. [See minutes of the September 1991 board meeting, V.1.b.]

4. Information Access Company. This is the company that would like to load Notes into a database. Roberts has appointed Robert Acker to chair a committee to investigate and come back with a recommendation by February. Other members of the committee are Walker, Cassaro, and Zager.

VI. Parliamentarians' Report. Sherry Vellucci.

Vellucci and Christensen have worked out a method for incorporating board policy in the Handbook, and will have a new version ready by February. Roberts asked Vellucci to examine the process for reappointing the Executive Secretary and Treasurer and determine if there is an easier way. There was support for perpetuating the reappointment letter; the procedures leading to the letter are somewhat convoluted. A board member asked how policy changes are made in the special officers' manuals. This is the responsibility of the special officers; it was agreed that the need to update manuals should be flagged in the action list appended to board minutes.

VII. Committees.

A. Standing Committees.

1. Development.

A faxed report of current activities and proposal for a corporate membership program were distributed.

a. Use of MLA-L for recruitment. Ostrove and Griscom will work out details of loading the brochure texts on MLA-L.

b. Corporate membership program. There was discussion of the committee's proposal. Vellucci noted that the addition of a new membership category is an amendment to the constitution and must be voted on by the MLA membership. The board discussed whether the new category should be called a membership or a sponsorship, and agreed that "membership" has advantages in the corporate budgeting process. A board member asked how the loss of conference revenue (discounts on exhibit and registration fees) would be made up, and expressed concern that individual members should not have to pay the difference through higher registration fees. One suggestion was to move some dues income into the convention budget; the number of corporate memberships would determine whether or not this needs to be done.

The timing for implementation of the proposal was discussed. If the board approves the proposal, a ballot and background information will be prepared for the conference mailing. The packet of information on exhibits will be sent out as usual, and if the vote comes back in favor of the proposal, the board will solicit exhibitors who have already registered and offer them the full package of benefits. The board was in favor of recruiting some

charter corporate members in time for the San Francisco meeting. A board member suggested soliciting beyond just the exhibitors.

Roberts felt that renewal of corporate memberships should be invited by presidential letter. Henderson must be able to identify corporate members for purposes of renewal and for crediting discounts. The board was not in favor of establishing different levels of corporate membership, but did think it would be a good idea to give corporate members the opportunity to make additional contributions above the annual membership fee. A board member pointed out that this new membership category would relieve the convention managers of the responsibility for soliciting contributions from vendors.

It was moved by Sherry Vellucci, seconded, and unanimously carried that the MLA Board ask the membership to create a new membership category of Corporate Membership through the normal polling process. Pending discussion with Jim Henderson, the board supported the benefits described in the Development Committee's proposal with the following revisions: change benefit A.3., "10% reduction in annual meeting banquet fee" to read "10% reduction in annual meeting registration fee" (conference registration is no longer included with purchase of exhibit space); and change additional benefit B.6. to read "All benefits of full institutional membership in MLA, including subscriptions to Notes and the MLA Newsletter and a copy of the MLA Membership Directory" and move it to the top of the list of additional benefits.

The board discussed other aspects of implementing the proposal. Board members will make calls to a limited list of potential corporate members. This will be coordinated by the president. The board was opposed to sending follow-up postcards to those who do not respond. Instead, another letter should be sent. The board accepted the notion that it would be principally responsible for achieving the objectives of the corporate membership program, but felt that charter corporate members would help "talk it up" at the president's reception.

c. President's reception. This will be held on Thursday evening during the conference to thank major contributors and solicit corporate members. The reception will be funded through the president's discretionary fund.

2. Education.

Roberts distributed the committee's September 1992 report. At Laura Dankner's request, the board discussed whether preconference workshops should be within the Education Committee's

jurisdiction, as in the past, or whether they are to be handled by the Program Committee chair, as indicated in the 1992/93 calendar. The board agreed that preconference workshops should continue to be a responsibility of the Education Committee.

3. Finance. James Cassaro.

a. 1991/92 Budget

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

6.01 Subscription Services	\$1,098.09
8.06 Placement Service	\$87.50
9.06 Notes	\$3,050.78
9.07 Technical Reports	\$966.22

b. Chapter support. The board unanimously approved the Finance Committee's recommendation that the MLA Board approve chapter support of \$450 to the New York State/Ontario Chapter. This ratifies action taken previously by the Fiscal Officer and President.

c. Audit. An audit of income line 3.017 and expenditures line 8.017 by Ochs, Cardell, and MLA member Taras Pavlovsky revealed no discrepancies.

d. Dues increase. The Finance Committee recommends a dues increase for 1993/94, and will make a specific proposal to the board in February and plan to present it to the membership at the business meeting in February.

e. Honoraria. Also in February, the committee will work on a recommendation for a percentage increase in honoraria.

f. Amendment to the 1992/93 budget. Dan Zager requested that the budget line for travel for assistant Notes editors be reinstated, citing the importance of their presence at the AMS conference to their work as review editors. The board unanimously approved the Finance Committee's recommendation that the MLA Board amend the FY 1992/93 operating budget to include a line in support of travel for the Notes contributing editors in the amount of \$700.00. There was some concern that this sort of expense could escalate. A suggestion was made to tie funding to a position by making attendance at conferences part of the job description. A board member asked whether MLA members who receive support to attend other conferences are asked to staff MLA's exhibit table. [See also X.A.]

g. Investments Subcommittee. Roberts reported that the committee was pleased with the decisions made by the board in June.

The committee will need new members in the spring, when Smiraglia and Blotner rotate off. A board member asked whether the MLA membership knows what this committee is and does. Roberts will ask Robert Curtis, the chair of the subcommittee, to put a notice in the Newsletter. There was a suggestion that a program on budget planning and endowments might be well-received, perhaps as a CE course, and could incorporate a discussion of MLA's budgets, administration, and investment policy. [See also VII.A.5.b.(6)]

h. 1993 Convention Budget. Following the board's approval of the 1993 program, the board approved the Finance Committee's proposal for a 1993 convention fee structure as follows:

Registration:

Early (postmarked before 12/31)	\$85.00
Student or Single Day	\$45.00
Regular	\$100.00
Extra banquet tickets	\$45.00

Exhibits:

Table	\$350.00
Booth	\$500.00

Program ads:

Full page	\$125.00
Half page	\$75.00

The convention budget was prepared with the help of Ned Quist and Christine Hoffman.

4. Nominating.

a. It was moved by Beth Christensen, seconded, and unanimously carried that the MLA Board accept the slate of candidates for Members-at-Large recommended by the Nominating Committee for the 1992 election.

There was a discussion of what sort of guidance is appropriate for the board to give the Nominating Committee. It was felt that anything more than descriptions of the jobs board members assume (e.g., fiscal officer, parliamentarian) would be inappropriate. A board member asked whether it would be helpful for the Nominating Committee to have a copy of the Activity Roster. The board thought this was a good idea; the responsibility for furnishing it will belong to the board member who collects annual reports and maintains the Roster. Vellucci will add this information to the Handbook.

b. It was moved by Michael Ochs, seconded, and unanimously carried that the MLA Board accept the recommendation of

the Nominating Committee for an MLA Citation.

5. Program.

a. 1993 San Francisco.

(1) Evaluation form. The board went over the form drafted by Mockovak, and decided to scrap it in favor of two or three questions evaluating the speakers, presentation format, and usefulness of the plenary sessions. Preparation of the new evaluation form will be left to the 1994 Program Chair, Steve Fry, who will be able to make the most use of the results. A form could be placed on each chair before the sessions started. In addition, the board suggested placing a comments box on the registration desk and announcing in the program and at the opening and wrap-up sessions that comments on the program are welcome. Roberts will notify Mockovak, Quist, and Fry of these developments.

(2) Program. The board discussed changes to be made to the program. Short titles will be added to Plenary Session I. The board liked the title proposed by Marjorie Hassan for her part of Plenary Session III. The description of the Archives Round Table will be corrected. The board felt that more information should be given in the program on open committee and roundtable meetings. Gottlieb pointed out that there are still some conflicts to resolve: on Thursday, the MARC Formats Subcommittee is scheduled against the Technical Services Roundtable, which could be avoided by switching the Statistics Subcommittee and the MARC Formats Subcommittee. The Subcommittee on Reference Performance is scheduled against the Public Libraries Committee, and AMLG Catalogers is scheduled against the closed BCC meeting. On Friday, at 11:00, the open BCC meeting is scheduled against four potentially large round table meetings. The board noted that the Online Reference Subcommittee meeting on Thursday is expected to draw 200 people, and wondered what this session was about.

There was a discussion of the designation "business meeting" and whether another term is needed. It was agreed that the term "closed" will be used for AMLG, IAML-US, breakfasts, and the Notes staff luncheon. The definition of "business meeting" in the program shall be revised to read, "A session designated as a business meeting is open to guest observers, but participation is limited to committee members only." The term "closed" will not be defined in the program.

A motion by James Cassaro to approve the program with corrections was seconded. The board discussed exhibit hours, which have been set at 8 to 11 PM on Wednesday, 8 AM to 6 PM on

Thursday, and 8 AM to 4 PM on Friday. The board agreed that the hours should be listed in the program; Roberts will announce the hours in his opening remarks. It was suggested that the morning coffee hours should extend from 10:45 to 11:30 on Thursday and from 10:30 to 11:00 on Friday. The board suggested listing the two parts of Plenary Session III as Part 1 and Part 2, calling the break in-between simply a coffee break, and leaving out the part about equipment testing. Of the two possible times for a meeting of the MLA and ARLIS boards, the board preferred a Wednesday breakfast meeting. The motion to approve the program carried unanimously.

(3) Honoraria. Two speakers wish to direct their honoraria to the Women's Philharmonic and the Women Composers Resource Center. The board agreed that checks will be made payable to the speakers, and they can direct the money as they wish.

b. 1994 Kansas City. The board reviewed the ideas for plenary sessions outlined in a memo from Steve Fry.

(1) CAI and the New Electronic Media. The board agreed that the proposal does not lend itself to the plenary session format and would present logistical difficulties. Although the topic is timely and important, the board felt that this particular proposal is not feasible.

(2) Jazz in Kansas City. The board felt that this proposal has broad appeal, and suggested including the publishing, preservation, and archival aspects of the topic.

(3) Library School Education for Music Librarianship. The board felt that the proposal was too vague. The board was not interested in pursuing this.

(4) Oh, the Librarians and Professors Should be Friends. This proposal would be expensive. A board member expressed concern that inviting the presidents of related organizations to observe our conference and comment on our effectiveness undermines our professionalism. This idea might be appropriate for "Ask MLA." The board did not support this proposal.

(5) Dance, Music, and Librarianship. The board was enthusiastic about this proposal. There is a need for a session on this topic; the trend to consolidate collections also makes it timely.

(6) Other. The board raised the possibility of a plenary session, preconference workshop, or CE course on budgeting and investments [see VII.A.3.g. above]. The idea will be suggested to Fry. The board would like the third plenary topic to be job-related.

(7) CE Courses. The board will receive a proposal from the Education Committee in February.

c. 1995 Atlanta. Jean Purnell has been asked to be Program Chair. The meeting will take place the week of February 8-11.

6. Publications.

a. ALA Guidelines. The board unanimously approved the Publications Committee's recommendation that MLA adopt the ALA Guidelines for Authors, Editors, and Publishers of Literature in the Library and Information Field.

b. Notes. Flattering mention was made of Notes and the "Index to CD and Record Reviews" in Bill Katz's column in a recent issue of Library Journal. Dan Zager received a letter from Victor Yellin complimenting Notes. It was moved by Sherry Vellucci, seconded, and unanimously carried that the board commend Dan Zager and the entire editorial staff on the September 1992 issue of Notes, their first.

B. Special Committees.

1. Administration.

a. Personnel Subcommittee. The board reviewed the subcommittee's proposal to do a feasibility study for a salary survey/membership profile of MLA. The board cautioned against gathering information on the membership form, to protect confidentiality. Looking over the list of statistics to be gathered, the board questioned the need for data on marital status, but felt it would be useful to have questions on union representation and faculty status. Employment in a library should not be assumed, and "full time" should be defined. The subcommittee should determine what information is wanted and how it will be used. The board questioned the need for a consultant, and suggested finding out if subcommittee members have resources available at their institutions. William McClellan and Carol Learmont were mentioned as possible sources of information. Tatian will convey the board's comments to the subcommittee, with the suggestion that a budget for this be submitted for 1993/94.

b. Automation Subcommittee. The board reviewed a questionnaire proposed by the subcommittee for the purpose of revising the article "Automation Requirements for Music Information," in Notes 43/1 (September 1986). It was moved by Beth

Christensen and seconded that the board approve the questionnaire proposed by the Automation Subcommittee. The board felt that the questionnaire should address new capabilities, such as online vendor communications and external reference databases, as well as update areas addressed in the article. The board also questioned the method of distributing the questionnaire. Christensen withdrew the motion. It was moved by Jane Gottlieb, seconded, and unanimously carried that the board accept the Automation Subcommittee's questionnaire with revisions approved by James Cassaro on the board's behalf.

2. Awards. No report.

3. Bibliographic Control. No report.

4. Legislation. No report.

5. Preservation. No report.

6. Public Libraries. No report.

7. Reference and Public Service.

a. Subcommittee on Reference Performance. The board examined the Reference Services and Evaluation Questionnaire and cover letter prepared by the subcommittee. The board's only suggestions were to correct some minor formatting problems, such as the alignment in questions 9, 10, and 11, and the repeat of letter F under question 17, and to include a deadline for response in the cover letter and on the questionnaire itself. It was moved by Beth Christensen, seconded, and unanimously carried that the board approve the questionnaire submitted by the Subcommittee on Reference Performance.

b. Subcommittee on Bibliographic Standards for Reference Works. The board considered questions raised by subcommittee chair David Hunter about the "Guidelines for Music Reference Works" draft document.

(1) The board felt that the document does meet the needs of the intended audience.

(2) The board felt that publication of the document in Notes would be appropriate and would insure its availability for teaching purposes. Beyond that, offprints were suggested. The board suggested working out a budget for producing offprints and making plans for distribution to authors and publishers. AMS was

mentioned as a good place to reach authors. The existence of the guidelines should be mentioned in the MLA brochure.

(3) The board suggested the following title for the document: Music Library Association Guidelines for the Preparation of Music Reference Works.

(4) The board's only suggestion regarding the text of the document was to use indentions more liberally.

Jane Gottlieb will convey these comments to the subcommittee.

8. Resource Sharing and Collection Development. No report.

VIII. Roundtables.

The Conservatories Roundtable is due for reconstitution.

IX. Special Officers.

A. Convention Managers.

1. 1996 Seattle. Five hotels are under consideration, three seriously. Negotiations are proceeding to MLA's advantage.

2. 1997. Roberts has challenged Laura Dankner and Robert Curtis to issue an invitation from New Orleans. They will pursue the idea.

3. 1998. Toronto was mentioned as a possibility. The board wondered if the Greater New York Chapter should be asked to reinvestigate New York City as a site.

4. Search Committee for an Assistant Convention Manager. Members are Martin Silver, Christine Hoffman, and Gordon Theil, chair. Vellucci will forward the folder of interested parties gathered during the previous search. There is a small budget for this committee.

B. Placement. No report.

C. Publicity. No report.

X. Representatives, Joint Committees, Projects

A. ALA. Paula Matthews is the new representative to ALA and to the ALCTS Audio Visual Committee. Brenda Goldman's last report

was excellent, as always, and the board expressed its thanks for her fine work as representative.

The board discussed whether MLA's representatives to ALA committees should be asked to help staff the MLA exhibit table. The board felt that the staffing situation would be helped immensely and that their presence and visibility would enhance MLA's reputation. Roberts will talk to the representatives about this idea in San Francisco.

B. MLA Archives. No report.

C. MLA/MOLA/MPA. No report.

D. NASM. Jane Gottlieb reported on the June meeting of the MLA/NASM Joint Committee. She was very impressed with the background information that NASM supplied before the meeting. Some of the issues that were discussed at this exploratory meeting included administration, facilities, location, preservation, technology, copyright, and education for music librarians. The eventual goal is some sort of position paper on these issues, but not standards. Gottlieb reported that many music educators are not aware of library issues. A summer workshop for NASM members to learn about them was suggested at the meeting. There was also interest in MLA's publications and the tools used for collection assessment. The joint committee will meet again early next summer. The board was encouraged by Gottlieb's report, and wondered if the committee needs to set up a timetable for output.

XI. New Business.

A. Reappointment of Executive Secretary and Treasurer. A motion to reappoint the Executive Secretary and Treasurer was carried unanimously. It was noted that their value to the association is not measurable.

B. ARLIS/NA. The ARLIS/NA Executive Board voted to extend member conference registration rates to MLA members who attend the ARLIS/NA conference in San Francisco. Unfortunately, MLA cannot reciprocate because MLA's registration rate does not distinguish between members and non-members. There has been good communication with ARLIS/NA about the conference, and information about MLA will appear in their program.

C. Northeast Document Conservation Center. The Center is interested in working with MLA in developing regional workshops or programs on preservation of music collections. The board remanded the Center's letter of interest to the Preservation Committee to mention in their Newsletter column. A CE course or chapter program could develop from this offer.

D. Special Achievement Award. No nominations were received from board members.

E. Policy regarding electronic files of board activity. The board agreed that the policy recently formulated by the Archives Committee covers board activity and a separate policy is not needed.

The board thanked Jane Gottlieb for her hospitality.

A motion to adjourn carried unanimously.

Submitted by Nancy Nuzzo, Recording Secretary.

Appendix I. New policies adopted by the board.

The chapter grant application process was formalized. (IV.)

Appendix II. List of actions to be taken.

Action	By whom	By when
1. Check with Henderson about application cards (III.6.a.)	Griscom	Soon
2. Find out if TR 20 should be reprinted (III.6.d.)	Griscom	February 1993
3. Offer Notes 46 to Jones (III.6.d.)	Griscom	Before AMS
4. Ask Henderson to forward letters	Griscom	Soon

- to Roberts (III.7.)
5. Notify Jones about chapter NL advertising (III.11.) Walker Soon
 6. Write letters and article about grant process (IV.) Ochs Soon
 7. Examine process for reappointments (VI.) Vellucci, Christensen February 1993
 8. Amend RecSec manual to flag action list (VI.) ; Nuzzo Soon
 9. Load brochure texts on MLA-L (VII.A.1.a.) Griscom, Ostrove Soon
 10. Prepare info. about Corporate Membership (VII.A.1.b.) Vellucci, Griscom ASAP
 11. Revise Notes editors' job descr. (VII.A.3.f.) Zager February 1993
 12. Ask Curtis to write article (VII.A.3.g.) Roberts Soon
 13. Add info. about Activities Roster to Handbook (VII.A.4.a.) Vellucci February 1993
 14. Notify Mockovak, Quist, and Fry (VII.A.5.a.(1)) Roberts Soon
 15. Convey schedule changes to Mockovak (VII.A.5.a.(2)) Roberts Soon
 16. Announce exhibit hours in opening remarks (VII.A.5.a.(2)) Roberts February 1993
 17. Convey board's comments to the Personnel Sub. (VII.B.1.a.) Tatian Soon
 18. Work with Caldwell on Cassaro Soon

questionnaire (VII.B.1.b.)

19. Convey board comments to Sub. Gottlieb Soon or Feb.
on Bib. Standards (VII.B.7.b.)

20. Talk to ALA reps. (X.A.) Roberts February 1993

21. Remand NDCC info. to Shepard Roberts Soon
(XI.C.)

from previous meetings...

22. Work on chapter tax exemption Walker, Ochs Spring 1993
(6/92, II.6.)

23. Write article about major gifts Walker, ???
(6/92, VII.A.1.) Roberts

24. Consider raising subsidy to Board 2/93 or 6/93
US-RILM Office (6/92, VII.A.3.
b.(8.))

25. Notify membership of decision to Griscom, Done?
drop conf. taping (6/92, VII.A. Roberts
3.b.(9))

26. Instruct editors re: publicity Cardell March 1993
and budget (6/92, VII.A.6.e.)

27. Announce intent to include Roberts February 1993
interests in 1994 directory
(6/92, VII.B.9.)

28. Sit on left side of plane en Board 1996
route to Seattle (6/92, IX.A.2.)

29. Consider raising Placement dues Board February 1993
(6/92, IX.B.)

30. Set billing date for Placement Griscom May 1993
as July 1 in 1993/94 calendar
(6/92, IX.B.)

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

February 1993