

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

San Francisco, California, 2-7 February 1993

Tuesday, February 2: 2:00-7:00 PM; Wednesday, February 3:
9:00 AM - 4:30 PM; Saturday, February 6: 10:10-10:40 AM;
Sunday, February 7: 9:00 - 11:40 AM.

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.
Incoming board members: Elizabeth Davis, David Hunter, Paula
Matthews. Guests: Laura Dankner (VII.A.2.), James Henderson
(III.), Gordon Theil (IX.A.3.).

The agenda for the meeting was adopted as distributed.

I. Recording Secretary's Report.

The minutes of the meeting of 25-26 September 1992 (New York
City) were approved as written. Nuzzo distributed the updated Index
to Board Policies.

Roberts thanked Nuzzo for her excellent minutes.

II. Treasurer's Report. Diane Parr Walker.

Walker distributed a packet of 1992/93 Third Quarter-to-Date
reports including the Operating Budget Report, Supplemental Income
Report, and Endowment Accounts Accumulated Principal Report. She
also distributed the 1992/93 Second Quarter Awards Budget Report,
1992/93 Second Quarter Investment Accounts Report, 1992/93 Mutual
Funds Activity Report, and Treasury Bills Report.

1. 1992/93 budget performance, year-to-date.

a. Operating budget income is at \$231,312.03, or 70.82%
of the budgeted amount.

(1) Dues income is at 95.48%, normal for this point
in the fiscal year.

(2) Sales income is at 57%; subscription income is

mostly in; other sales are at a level appropriate for this point in the year. Total amount received for Harvard Symposium volumes is now \$3,588.40 (volumes were purchased for \$5,600). The Indiana University Clearinghouse has been popular, with receipts of \$437.40.

(3) Convention income reached 72% before the start of the conference.

(4) Placement Service subscription income is at 95%.

b. Operating budget expenditures

(1) Management services were at 50% at the end of the 2nd quarter, right on target.

(2) Program expenditures are at \$12,457.73, or 58% of budget. The Development Campaign premium came in slightly over budget. The cost of duplicating a questionnaire has pushed the Reference and Public Services Committee's line for photocopying over budget but the main line has not been exceeded because postage expenses were lower than budgeted.

(3) Other Member Services are at 52%. A \$100 overage in the main line for the Indiana University Clearinghouse has been met by income of \$387.40 over budget.

(4) Publications are at 56%. Notes is at 76%, and is expected to go over budget; with one issue to go, the line for printing is at 83%.

(5) Convention expenditures are at 7.24%; very few expenditures occur before the conference.

(6) Miscellaneous expenditures.

(i) \$91.38 in line 11.02 was for checks and a stop-payment charge.

(ii) \$500 in line 11.03 was for support to the Pacific Northwest Chapter.

(iii) \$500 in line 11.08 was for the application fee to the IRS for chapter group exemption.

c. Supplemental Income.

(1) Unrestricted contributions came almost entirely with membership renewals in the first quarter.

(2) Contributions to the award endowment funds include a \$5,000 donation from Macmillan.

(3) Low interest income of \$2,511.65 reflects the transfer of \$20,000 from short-term, interest-bearing accounts to the Permanent Fund, as well as low interest rates.

(4) One additional contribution of \$1,000 to a Special Endowment Fund was received in the second quarter.

d. Accumulated Principal in MLA Endowment Accounts.

(1) Total endowment principal is \$27,973.00.

(2) According to a University of Virginia development officer, it is common practice to quietly seek significant gifts that will total 40% of a campaign goal before the official public kick-off of a fund drive. The Duckles fund reached this level before the conference.

e. Awards Budget.

(1) Up to 50% of the interest earned on MLA's interest-bearing cash accounts is allocated to fund awards.

(2) Contributions to the Gerboth and Duckles awards funds are held in the money market accounts.

f. Investment Accounts.

(1) Interest rates for cash investment accounts have decreased in the second quarter, except for Treasury Bills, for which the interest rate was up slightly but is still below the July 1992 level.

(2) The value of MLA's permanent fund increased by \$41,627.63 during the first half of 1992/93: \$20,000 was transferred from the cash accounts, and there was an increase of \$21,627 in the fund's value. The present distribution of the Permanent Fund among accounts is Calvert Managed Growth, 41%; Parnassus, 22%; Pax World, 37%.

2. Re-application to the IRS for group exemption for MLA chapters.

a. Not all chapter E.I.N.s could be verified in the IRS files.

b. Three chapters faxed copies of their notification forms.

c. The Northern California Chapter cannot find its form and has sent a new application.

3. Walker has not received any local contributions for the conference and does not know the value of in-kind donations.

Walker was thanked for her fine report.

III. Executive Secretary's Report. Richard Griscom.

Griscom distributed a draft of the post-February 7 Administrative Structure, the MLA Growth Comparison as of January 1993, and the Inventory Report for Calendar Year 1992.

1. Election results. Elizabeth Davis, David Hunter, and Paula Matthews were elected members-at-large. The referendum on

corporate membership passed with 510 in favor and 26 opposed. As of 14 December 1992, 555 ballots were received out of a possible 1,098, representing 50.5% participation. Karen Little assisted as teller.

2. Administrative Structure. The latest version reflects recent changes and the post-meeting board structure. It will be revised and posted on MLA-L after the meeting. Griscom was reminded that Walker and Cardell will need updated labels.

3. Membership/Subscriptions.

a. Forty-six new memberships have been processed since the last board meeting.

b. The growth comparison shows that the base of individual members has remained stable, institutional members have been dropping out at a fairly slow rate, and that MLA has been losing Notes subscribers consistently over the past four years. The number of MCB subscribers is down slightly; subscriptions to the Index & Bibliography Series and Technical Reports have remained stable. It was pointed out that April figures for membership and subscriptions are more reliable; these will be presented at the spring board meeting.

The board had questions for James Henderson regarding unpaid members enumerated on the growth report. Currently, unpaid members are dropped after the second issue of Notes is sent. Henderson noted that some foreign agencies think MLA is on a calendar year. There was some feeling by the board that unpaid members should not receive a ballot, especially since the ballot mailing is separate from the conference mailing. The board considered dropping unpaid individual members before the December issue of Notes is sent; Henderson warned that the October figure for the number of unpaid members could be much higher than the January figure the board had in hand. The board referred the matter to the Publications Committee for a recommendation.

4. MCIMAIL. Three MCIMail accounts are maintained by MLA. MCIMail users will be given the option of assuming the billing for their accounts when their MLA terms expire.

5. Publications.

a. Brochures. The revised edition of the music librarianship brochure and the newly-designed MLA brochure were printed and shipped in late December. Geraldine Ostrove worked on the design. The separate, inserted application form now has a publications order form on the back. Brochures were mailed to all individual members of MLA and to library schools. About 94 brochure requests were processed since the last board meeting. Half of these were mailed in response to requests for free copies of the Library

School Directory after an announcement appeared in Career Opportunities Newsletter. Griscom sent a cover letter explaining that the directory costs \$5 and enclosed the music librarianship brochure. Griscom is in the process of mounting the texts of the brochures in electronic form on MLA-L.

b. Membership Directory. Publication is scheduled for late February. Academic Services has taken over the publication of the directory; Griscom's role is to proofread and submit the front and back matter. The 1993 directory will not include advertising; the 1994 directory will include cover ads and page ads. Susan Dearborn has expressed concern that the 8 1/2" x 11" trim size of the directory means that ads prepared for Notes cannot be enlarged proportionally for the directory. The geographic sort of individual members will be arranged by state, then city.

James Henderson distributed copies of a few pages from the uncorrected proofs of the alphabetical section of the 1993 directory. The board expressed concern with the number of abbreviations. It was pointed out that these have appeared in previous directories, but the new format and use of upper and lower case makes them more obvious. The board agreed that a table of abbreviations should be included. The use of small caps for e-mail addresses was suggested as a space-saving device. Griscom will include an editorial disclaimer; the membership will be advised that all the kinks haven't been worked out of the new format. The board agreed that the new format is a big improvement. The price of individual copies of the directory will be \$5 for members and \$15 for non-members. Later in the meeting, the board received a recommendation from the Publications Committee regarding the title of the directory. It was moved by James Cassaro, seconded, and unanimously carried that the directory carry the title Music Library Association Membership Handbook.

c. Directory of Library School Offerings in Music Librarianship. Nine copies of the 4th edition have been sold since the last board meeting, bringing the total to about 35. Griscom has 23 copies left.

d. Inventory and Sales. Volume 46 of Notes has been deleted from inventory. Technical Reports 7 and 9 were removed from inventory at the request of the editor. New publications include TR 20, Space Utilization in Music Libraries, which sold 245 copies in 1992; TR 21, The Archival Sound Recordings Database, which sold 225 copies; and Music Cataloging Decisions, which sold 420 copies. Altogether, 1,323 units of publications were sold in 1992, for income of \$28,120.27. Since 1983, when Academic Services became

MLA's business office, 6,226 units have been sold for income of \$89,662.73.

The Finance Committee questioned the practice of reporting publications statistics based on the calendar year rather than the fiscal year. The board agreed that reporting based on the fiscal calendar would be more meaningful and less confusing, and gave its approval for Jim Henderson to begin keeping statistics for publications based on the fiscal calendar of July 1 to June 30. Henceforth, the Executive Secretary's report on publications statistics will take place at the fall board meeting.

Henderson reported that the December issue of Notes was underprinted. He and Walker will discuss this with Zager.

6. Academic Services. Things are running smoothly.

7. Contributors. Contributions since the Baltimore meeting have been about two-and-one-half times what had been received during the same period in the previous year. About 66 individuals have contributed a total of more than \$9,220.

8. MLA-L. There are now 653 subscribers, an increase of about 170 from last year.

9. MLA Clearinghouse. Ralph Papakhian reports that he has received more than 40 orders for paper copies of a report on types of compositions. Not many files have been submitted, and he would like to avoid paper distribution if possible. A few orders for the women in music bibliography were received.

10. Stationery. Griscom asked if he could do away with printing MLA envelopes. There were no objections.

Griscom was thanked for his excellent report.

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

Ochs read a letter from Kathy Glennan thanking the board for its grant of \$750 to the Southern California Chapter. April 1 is the deadline for 1993/94 chapter grant applications, as announced in an article in the Newsletter.

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

Roberts reported on the Affiliates' meeting at ALA, which he again found useful. The American Association of Law Libraries has indexed membership dues to the inflation rate. MLA may want to consider doing this. Hot topics included image databases (ARLIS), library components in the accreditation process for architecture

curricula (ARLIS), distance education (incoming ALA president Franklin Hardy), and the new accreditation process for library schools that ALA is developing.

VI. Parliamentarians' Report. Sherry Vellucci.

1. Board Policies in the Handbook. Vellucci and Christensen found that the board has made many policies that don't have a place in the current handbook. Some would be appropriate for specific manuals, although the manuals record procedure more often than they record policy. It was moved by Sherry Vellucci and seconded that when policy decisions are made by the board, the board will also determine the appropriate place for them to be permanently recorded. There followed an extended discussion of policies and manuals, during which it was noted that manuals are sent to the executive secretary, not the parliamentarians. The motion carried with 8 votes for and 1 vote against. See also no. 4 below.

2. Reappointment Process for Treasurer and Executive Secretary. The parliamentarians had been charged with revising the relevant section of the handbook, II.B.5.b. It was moved by Sherry Vellucci, seconded, and unanimously carried that section II.B.5.b. of the handbook be revised to read as follows: The Board appoints or reappoints the Executive Secretary and Treasurer on an annual basis. Annual performance evaluations of these officers are conducted at the fall Board meeting. If the incumbent does not wish to serve another year's term, the incumbent must notify the Board in writing 30 days prior to the fall Board meeting. If such notification is not received, the vote on reappointment shall be taken following the performance evaluation. The incumbent shall be notified of the reappointment decision in writing. With this revision, the process of communicating the incumbent's intent is initiated by the incumbent, rather than the board.

3. Activities Roster. The parliamentarians had been charged with revising the handbook to include policies relating to the activities roster. It was moved by Sherry Vellucci, seconded, and unanimously carried that the following text be added to the handbook as section II.E.10.b.: An activities roster shall be maintained that includes the organizational activities of members. The member-at-large in charge of maintaining the roster shall be notified of new appointments by the President and Vice-President/President-Elect/Past President in order to update the roster. The member-at-large shall make the roster available to the Nominating Committee for its deliberations. There was discussion of the scope of activities that could be included in the roster (e.g., Notes editorial staff). It was moved by Sherry Vellucci, seconded, and

unanimously carried that the Notes editor shall report changes in the Notes staff to the President. The board agreed that this policy should be added to Handbook section V.H.7.b.5. A board member suggested indexing the roster by committee.

4. Later in the meeting, the parliamentarians presented the following six recommendations:

1) The MLA Handbook shall be revised and updated by Beth Christensen and presented at the fall board meeting.

2) The President shall instruct the Convention Manager, Treasurer, and Publicity Officer to regularly review appendices I and II of board minutes and update their manuals accordingly.

3) The Fiscal Officer, Assistant Fiscal Officer, and Treasurer shall create an indexed fiscal policy manual by reviewing the Index to Board Policies and Finance Committee minutes.

4) An ad hoc committee of the board shall create a separate Handbook of Board Policies, which will thereafter be maintained by the Recording Secretary.

5) The Assistant Parliamentarian shall collocate committee charges for board review before the publication of the Membership Handbook.

6) A subcommittee of the board shall be appointed by the president to make nominations to the board for the Special Achievement Award.

The recommendations reflect the board's feeling that the handbook is not an appropriate place to record policies, but that the board would benefit by having the complete texts of the policies available during meetings (#1, #4); the recognition that some detailed fiscal policies are not reflected in board minutes (#3); that special manuals need to reflect current policy (#2); that committee charges need review before they are published in the Membership Handbook (#5); and that previous board deliberations point to section II.B. as the logical place to record procedures relating to the Special Achievement Award. It was moved by Beth Christensen, seconded, and unanimously carried that the board adopt the recommendations. It was suggested that the description of the Special Achievement Award, as found on page 9 of the February 1990 board minutes, should be included in handbook section II.B. It was also stressed that board members, not student assistants, should work on the board policy document.

VII. Committees.

A. Standing Committees.

1. Development.

No board action was required on Geraldine Ostrove's report dated January 14, 1993.

a. Vincent H. Duckles Award endowment campaign. It was moved by James Cassaro, seconded, and unanimously carried that the goal of the Duckles campaign be set at \$19,000.

It was moved by Beth Christensen, seconded, and unanimously carried that Patron levels for the Duckles campaign be established at \$250 for individual donors and \$500 for corporate donors.

In the fall, letters were sent to potential major donors to the campaign. Donations received thus far reflect this effort.

At the end of the meeting, it was reported that about two-thirds of the campaign goal had been raised, leaving about \$6,000 to be raised in the coming year. Griscom will ask Ostrove to send copies of the receipt book to Walker and him.

b. Corporate membership. It was moved by Beth Christensen, seconded, and unanimously carried that the board accept the Development Committee's recommendation that dues for Corporate Membership be set at \$500.

c. Other. As incoming chair of the committee, Jane Gottlieb expressed a wish to work with the board on setting short-term and long-term priorities. A board member suggested that the board should build in a block of time to articulate the goals of the organization, and do this regularly. See also XI.F.

2. Education.

Laura Dankner was present to hear the board's comments regarding the continuing education courses proposed for 1994. The board was asked to advise on the number, length, and content of courses, choosing from five topics that were recommended by Roberta Chodacki and Joyce Wemer based on results of a survey.

a. The board wanted to know how the courses would differ from the preconference workshops offered in the past. Dankner described them as intensive and course-like, under the supervision of a teacher rather than presented by a panel or in break-out sessions. She is concerned with good teaching.

b. The board recognized the need for dynamic teachers but was also concerned about justifying the expense of outside speakers. To cover tuition, courses would carry a higher fee than workshops; there was concern about attracting enough participants to cover expenses.

c. Dankner raised the issue of offering an honorarium to an MLA member who teaches a course. Currently there is a policy against offering honoraria to presenters who are MLA members.

d. Chodacki and Wemer had advised earlier against offering credit for the courses, noting that this is difficult to administer (see September 1991 board minutes, page 8). The board wondered if the courses should be called something other than "Continuing Education Courses" or "CE Courses" and suggested "Intensive Workshops" and "Seminars" as alternatives. Participants can be given a certificate of completion instead of credits.

e. The board reviewed the course topics under consideration. Although "Bitnet" was the topic receiving the most votes in the survey, board members were concerned with the logistics and usefulness of making this a hands-on session. Rather than a hands-on course for beginners, the board suggested an advanced-level conference session describing Internet resources that are of use to music librarians. Later in the meeting it was reported that the Public Libraries Committee and the Reference and Public Service Committee were working on Internet sessions for 1994.

The second-place winner in the survey, "Copyright," was the board's top choice. The board was particularly interested in having futures issues, archives, and proprietary rights to manuscripts be among the aspects of copyright covered in the course. There was feeling that institutions would be willing to send staff to attend such a course. One-and-one-half days was suggested as a good length for the course. For developing the course, the board suggested the following resources: ALA's Chicago law firm that handles copyright matters; American Association of Law Libraries; Society of American Archivists; a Kansas City area librarian; an ARSC member; and the Intellectual Properties Division of the American Bar Association.

The board's second choice, which came in third on the survey, was "CD ROMs." The board felt this should be a hands-on session; the logistical difficulties were mentioned. A board member suggested contacting local computer companies to see if their labs could be used.

"Collection Development" was the fourth choice of the survey and of the board. The board did not discuss the topic in detail.

In summary: for 1994, the board is in favor of offering one day-and-a-half course on copyright.

Near the end of the meeting, a board member conveyed Mary Davidson's concern that the Legislation Committee had not been

brought into discussions of the CE course on copyright. There was concern that the CE Subcommittee had not been in touch with MLA groups with related areas of responsibility. Ochs will remind Dankner to be in touch with the relevant committees, and will notify the new chair of the Legislation Committee, Bonna Boettcher.

3. Finance. James Cassaro.

a. 1992/93 Budget.

The board unanimously approved the Finance Committee's recommendation for approval of an overage of \$400 in line 11.08, Miscellaneous Contingencies. This was for the application fee for group tax exemption for the chapters.

b. Dues increase. James Cassaro presented the following recommendation: The Finance Committee recommends to the MLA Board that the following dues structure be implemented in FY 1993/94:

Members

| | |
|--------------|-------|
| Individuals | \$65 |
| Institutions | \$71 |
| Students | \$35 |
| Retired | \$35 |
| Sustaining | \$120 |
| Corporate | \$500 |
| Subscribers | |
| Individual | \$60 |
| Institutions | \$65 |

We further recommend that increases in other areas, for example, the Placement Service and Notes advertising rates, be considered.

Cassaro explained that the increases in institutional dues were purposely kept below 10% to avoid automatic cancellations. Institutional dues will be raised more frequently. The board asked if this dues increase would carry the association for about six years like the last increase. Walker reported that income generated from the last dues increase carried the association for only about two years; the rest of the surplus was generated from other areas such as sales and meetings. In the current fiscal climate, it is difficult to predict how long the dues increase will carry the association. That is why the Finance Committee is interested in increasing income in other areas as well. Cassaro's motion to approve the recommendation carried unanimously.

Later in the meeting, a related motion was presented. It was moved by James Cassaro, seconded, and unanimously carried that dues for the Associate category of membership be set at \$45 for

FY 1993/94.

The cutoff date for accepting new memberships at the old rates was discussed and set as July 1, 1993.

c. Honoraria. The Finance Committee recommended annual increases in honoraria of 5%. The board was not comfortable setting a policy of annual increases. It was moved by James Cassaro, seconded, and unanimously carried that for FY 1993/94, honoraria for MLA officers and editors be increased approximately (i.e., rounded to the nearest dollar) 5%.

4. Nominating. No report.

The citation presented to Ann Basart reads: The Music Library Association awards this citation to Ann P. Basart[.] In her many contributions as reference librarian, publisher, author, editor, adviser, teacher, and mentor, she has upheld the highest standards of our discipline. Through her excitement for the profession of music librarianship and her joie de vivre, she is an inspiration to her colleagues.

5. Program.

a. 1994, Kansas City.

Two plenary sessions, "Kansas City Jazz" and "Dance, Music, and Librarianship," have been selected. In his report, Stephen Fry offered the board eight options for a third plenary session. The board felt that the topics "Music and Medicine," "Music Publishing," and "Megatrends in the Music Library" have been adequately covered at recent MLA conferences. "Music Cataloging and Access" is covered by the Bibliographic Control Committee. The board felt that "Budgeting in the Music Library" would be difficult as a plenary because of the gripe potential and because of the differing levels of experience of audience members. The board suggested it might be more successful in the "Ask MLA" format, perhaps in a session addressing collection development issues as well. "Ethics and Music Librarianship" was addressed in Baltimore; the Personnel Subcommittee might want to sponsor a non-plenary session on a specific aspect such as sexual harassment. The board would like the Program Committee to focus on "Business and the Music Library" or "Recorded Sound in the Library" for the third plenary.

By Sunday, board members had heard dissatisfaction with the number of plenaries in San Francisco. Some MLA members suggested three is too many; some felt that other sessions should be scheduled against them. The tight schedule resulted in overlap of sessions that had common interest. With this in mind, the board

discussed the possibility of scheduling only two plenaries, on the first and third days of the conference. This would give the program some balance and flexibility. The board agreed to leave it up to Fry's discretion; the comment sheets may give him guidance in this area. Fry's report to the board in June should include an evaluation of the San Francisco program.

Also by Sunday, the board had heard about overlapping plans for sessions at the 1994 conference. Fry should be aware of a possible Legislation Committee role in the CE course on copyright, and the plans of the Public Libraries and Reference and Public Services committees to hold sessions on Internet. Again there is a need to emphasize and inform the membership that all program ideas need to go through the Program Committee, which is the central point of coordination. The committee may need to take a more active role in monitoring committees' and roundtables' plans for sessions.

6. Publications.

The report of Ruth Henderson, Chair, did not require any board action. The board wants editors to know that they are welcome to report in person during the conference board meetings.

a. Index and Bibliography Series. The board unanimously approved Deborah Campana's recommendation that Paula Elliot's An Introduction and Index to the Contents of "FAMS Bulletin" and "Pro-Musica Quarterly," 1923-1929 be published as number 28 in the MLA Index and Bibliography Series. The board was happy with the amount of information about the publication and the review process that was included in Campana's report, and suggested that sample pages be included in future proposals.

b. Music Cataloging Bulletin. No report.

c. Newsletter. No report.

d. Notes.

(1) Size. The board reviewed Dan Zager's report.

The board agreed that Zager's plans for reducing the size of Notes are on target and was supportive of his ideas.

(2) Information Access Company contract. A draft contract was distributed. James Cassaro reported on the deliberations of the Ad Hoc Committee to Investigate the Feasibility of Permitting the Information Access Company to Add Notes to Its Periodical Reference Data Bases. The sense of the committee was to try it for a year; it is a low-risk venture that might increase MLA's visibility. The contract is non-exclusive and there should be little effect on the budget. Board members were concerned that the number of issues of Notes to be included is not specified in the

contract. It was agreed that this area should be considered in future contracts and that a group will need to be appointed to look into it every year. It was moved by Michael Ochs, seconded, and unanimously carried that the board approve the recommendation to sign the contract with IAC, with the following changes: 1. The address of Music Library Association Inc. on line 3 of the contract should be that of its business office (i.e., P.O. Box 487, Canton, MA 02021), changed from the Oberlin address; 2. Under Grant of License, Royalties (1), strike clause a, since MLA already has a contract to distribute microfilm copies; 3. Under Term, Termination (3), change initial term to a period of one year, with automatic renewal for successive *one* year periods. There was some discussion of the inclusion of Notes in CARL Uncover.

e. Technical Reports. No report.

B. Special Committees.

1. Administration. No report.

Later in the meeting Roberts received a memo from Charles Coldwell, Chair, regarding the recent proliferation of statistical surveys, and possible roles for the Personnel Subcommittee and the Statistics Subcommittee. The matter will be put on the agenda for the spring board meeting.

2. Awards.

a. Publications. The board reviewed the report of David Day, Chair. It was moved by Beth Christensen, seconded, and unanimously carried that the board accept the recommendations of the Publications Awards Committee. Awards are as follows:

(1) Richard S. Hill Award: John Graziano, "Music in William Randolph Hearst's New York Journal," Notes 48/2 (December 1991), 383-424.

(2) Eva Judd O'Meara Award: Karl Kroeger, "American Sacred Music Imprints, 1698-1810: A Bibliography by Allen Perdue Britton and Irving Lowens, and completed by Richard Crawford," Notes 48/1 (September 1991), 54-58.

(3) Vincent H. Duckles Award: Richard Kitson for his six-volume index of Dwight's Journal of Music (1852-1881) published in the series Repertoire International de la Presse Musicale.

Griscom will send the awards information to Rick Jones. He was reminded to use the full names and descriptions of the awards. The board discussed the timing of receiving the

committee's report and felt it would be helpful to receive it earlier. Ochs will convey this and other ideas to the next committee.

b. Walter Gerboth Award. The board reviewed a report from committee chair Shirlene Ward recommending that an award of \$1000 be made to Harriette Hemmasi in support of her project to augment the prototype music thesaurus. It was moved by James Cassaro, seconded, and unanimously carried that the board accept the recommendation of the Walter Gerboth Award Committee. The board noted the committee's concern about future support and sponsorship for this important project. Next year's committee will be reminded that the award can be less than \$1,000; the board would also like to see more biographical information about candidates.

3. Bibliographic Control. No report.

a. A Task Force to Examine the Structure of the Bibliographic Control Committee has been established with Joan Swanekamp (chair), Ralph Papakhian, and Ross Wood as members. They have been charged to examine the structure of BCC and recommend changes to increase the committee's efficiency and enhance its impact.

b. Brad Young, chair of the Subject Access Subcommittee, will present a proposal to BCC for the appointment of an MLA Advisory Group on the Music Thesaurus Project.

c. The report of the Working Group on Types of Compositions went to the MLA Clearinghouse. There is some feeling that this report fell between the cracks of MLA publication venues.

4. Legislation. No report.

Mary Davidson has resigned as chair; Bonna Boettcher was appointed to replace her. See also VII.A.2.e. above.

5. Preservation.

The board reviewed the committee's proposal for an invitational seminar on preservation priorities for music in recorded form. The board viewed this as a potentially exciting and important event, for which MLA needs to be in the forefront, but felt that the proposal needs work. Specifically, the board would like the committee to contact other organizations such as ARSC and IASA for their input and possible support. The board would like more details on the who, what, and how, and whether the proceedings would be published. The board felt that this should be a very visible, national-level event.

6. Public Libraries. No report.
7. Reference and Public Service. No report.
8. Resource Sharing and Collection Development. No report.

VIII. Roundtables.

There was a discussion of the way coordinators of roundtables succeed themselves. The handbook states that coordinators are appointed by the president, but after the initial appointment, this practice has not always been followed. It was moved by Michael Ochs, seconded, and unanimously carried that the president appoint a task force to explore issues surrounding roundtables. The task force will be asked to look at the models of other organizations.

IX. Special Officers.

A. Convention Managers.

1. 1996 Seattle. Roberts apologized for signing the hotel contract before asking the board's approval. The Westin was the first choice of the Convention Manager and Local Arrangements Committee and the 1993 rates of \$95 are guaranteed to rise no more than 6% per year. It was moved by Michael Ochs, seconded, and unanimously carried that the board ratify the selection of the Westin as the 1996 conference hotel.

2. Invitation to meet in New Orleans in 1997. The board reviewed a report on New Orleans hotels from Laura Dankner and Robert Curtis. The board would like Dankner and Curtis to submit a formal invitation with their advice about the timing of the meeting. The board expressed concern about the effects of Mardi Gras on the mechanics of a New Orleans meeting. The board discussed MLA's policy, established in 1978, of not meeting in states that have not ratified the Equal Rights Amendment. Ochs will find out the ALA and NOW policies on this issue. [After the meeting Ochs and Matthews reported that it has become a non-issue with ALA and NOW; both groups feel it is OK to meet in New Orleans.] A board member suggested rerunning the Newsletter article, "Hosting MLA Conferences: Guidelines for Proposals."

3. Assistant Convention Manager Search Committee. Gordon Theil, Chair, presented the committee's recommendation. The committee interviewed three candidates, all of whom were well

qualified. It was moved by Sherry Vellucci, seconded, and unanimously carried that the board accept the recommendation of the search committee and appoint Joseph Fuchs to the position of Assistant Convention Manager. Griscom will contact Fuchs to get his address and e-mail information.

4. The convention manual needs to be updated. Ochs will appoint a committee to work on it. The manual should include the program chair's responsibilities and fiscal details.

5. Exhibits. By the end of the meeting, the board had heard a few complaints that the exhibits were not open long enough. Ochs will let Quist know that next year the exhibits should be open at least part of Saturday. The exhibits in San Francisco were tricky to find; if ever again they are separated from the meeting space, signs should be placed liberally.

B. Placement. No report.

Paula Matthews reported that there were fewer requests for mentors this year, although there were many first-timers. This may have been because the first-timers were not approached ahead of time.

C. Publicity. The board reviewed a report from Richard Jones. The board was not enthusiastic about providing a music reference desk as part of the MLA exhibit at ALA. The board would like to see more publicity about the ALA sessions in which MLA groups are involved, for example dance, preservation, and public libraries. The ALA liaison could have a role in keeping Jones informed of these events. The board felt that the program of MLA should be promoted, perhaps by displaying enlarged pages from the conference program. The audience at ALA--librarians--should be considered. The board felt that having a music reference desk would not serve these interests and turned down the proposal.

The board enjoyed a letter from Sue Rice, Director of Putnam County Family Support Services, thanking MLA for donating two boxes of t-shirts to the Indiana agency.

X. Representatives, Joint Committees, Projects

A. ALA. No report.

B. MLA Archives. An Oral History Subcommittee has been appointed with Marjorie Hassen as chair. It is charged with creating a plan for documenting MLA's history through oral history.

Bonlyn Hall is the new chair of the Joint Committee.

Outgoing board members were reminded to send their files to the MLA Archives. Document transmittal forms are available from Bruce Wilson.

C. MLA/MOLA/MPA. No report. Board members received a copy of MOLA's 1992 brochure, "The Orchestra Librarian: A Career Introduction."

D. NASM. Don Roberts outlined the history of the MLA/NASM Task Force. Jane Gottlieb reported on the June 1992 meeting of the task force and the draft document written by NASM. The final version will appear about nine months after the next meeting of the task force, which is slated for late spring or early summer. NASM defined the scope of the discussions, which focused on education and futures issues. NASM distributed the draft document to its membership; several MLA members have received copies through their music departments. The document was written from the NASM point of view and is addressed to the NASM membership, resulting in a certain tone that could be puzzling to MLA members. Gottlieb noted that MLA publications should be added to the document's bibliography. It is not known where the document might lead, though it is hoped that education of NASM members will be one result. Accreditation in music still lies with NASM, but NASM could be an ally to music librarians as they argue with library administrators.

Later in the week, Gottlieb reported that she and Dan Clark, David Fenske, Roberts, Ochs, and Griscom formulated a plan to coordinate an MLA response to the draft. The draft will be distributed to MLA committee and chapter chairs and selected music librarians at NASM institutions with a cover letter from Ochs. Fenske will collect responses; Ochs will send these to Sam Hope. Board members already have a copy of the draft and will receive a copy of the cover letter. An "Ask MLA" session in 1994 on the NASM document was suggested. Ochs will convey this idea to Fry.

XI. New Business.

A. Spring and Autumn Board Meetings. The spring meeting will take place June 3-6 in Buffalo. The Finance Committee meeting will begin at 9 AM on Thursday, June 3, and the full board will meet beginning at 2 PM on Friday, June 4.

The autumn meeting will take place September 30 - October 3 in Portland, Maine.

B. Use of MLABD-L to Make, Amend, and Approve Motions.

Several board members felt it is inappropriate to conduct board business over e-mail. Discussion can be hard to follow, the medium does not convey subtleties of inflection, facial expressions, or body language, discussions are isolated from membership input, and the intrusion of board business into busy schedules can result in less than full attention to the board matter. In addition, Robert's Rules of Order, which govern MLA, say that business cannot be conducted outside a face-to-face meeting. MLA's constitution has a provision for emergency action between meetings. The board agreed that e-mail is a convenient and effective form of communication, but henceforth will follow the rules and not use it to conduct business.

C. Copyright Issues Related to the Directory and Mailing Lists.

The section of the directory arranged by state and city may qualify the directory for copyright. It was moved by Michael Ochs, seconded, and unanimously carried that the Executive Secretary be designated as editor of the MLA membership directory. Griscom's name will appear on the verso of the title page. Does the directory have or need an ISSN? There was support for the idea of including committee charges in the directory. Some of these charges appear in various forms. See VI.4., point 5, above. The board felt the inclusion of supplemental material warranted a change in the title of the directory; a title change might also help the copyright process. The Publications Committee recommended the title Music Library Association Membership Handbook. A board member suggested including a statement prohibiting the commercial use of the directory.

The mailing list is handled as a one-time rental. The list is seeded with phony names so that unauthorized use can be traced.

D. Request from Richard LeSueur.

LeSueur requested a letter from the board stating that his column in Notes, "Index to CD and Record Reviews," is his to do with as he pleases. This would be helpful to him during negotiations for a cumulation. It was moved by Michael Ochs, seconded, and unanimously carried that as holder of copyright, the board offer Richard LeSueur a letter giving him permission to proceed with negotiations to his advantage. The board does not expect to receive royalties.

E. Letter from Marjie Lawrence.

Lawrence does not wish to receive a personal copy of Notes with her membership. The board was not in favor of making this an option for the entire membership but will find out if Henderson can suppress Lawrence's subscription. Roberts will report back to Lawrence.

F. Other.

Board members were happy for the opportunity to meet with the ARLIS board. MLA's Development Committee might want to look at the ARLIS program of offering travel grants to new members and students. It might be an attractive fund raising venture.

Roberts thanked board members for their hard work during the meeting. Ochs thanked Roberts for his efficient, cheerful, and warm way of running board meetings.

A motion to adjourn carried unanimously.

Submitted by Nancy Nuzzo, Recording Secretary.

Appendix I. New policies adopted by the board.

Directory now called Music Library Association Membership Handbook (III.5.b.)

Publications statistics kept on a fiscal year basis (III.5.d.)

Board will determine where policy decisions are to be recorded (VI.1.)

Evaluation procedures for the Executive Secretary and the Treasurer revised (VI.2.)

An activities roster will be maintained (VI.3.)

Notes editor will report staff changes to the MLA President (VI.3.)

Recording Secretary will maintain the Handbook of Board Policies

(VI.4.(4))

Special Officers with manuals are responsible for incorporating relevant board policies in their manuals (VI.4.(2))

Goal and patron levels for Duckles campaign set (VII.A.1.a.)

Dues for corporate membership set (VII.A.1.b.)

Dues increased (VII.A.3.b.)

Honoraria increased for 1993/94 (VII.A.3.c.)

Contract with IAC approved (VII.A.6.d.)

Board reaffirmed existing policy of not conducting board business via e-mail (XI.B.)

Executive Secretary designated as editor of the MLA Membership Handbook (XI.C.)

Appendix II. List of actions to be taken.

| Action | By whom | By when |
|---|--------------------------|--------------|
| 1. Send Cardell and Walker updated labels (III.2.) | Griscom | late March |
| 2. Ask Publ. Com. for recommendation re: unpaid members (III.3.b.) | Ochs | soon |
| 3. Add tbl. of abbr. to Mmb. Hdbk. (III.5.b.) | Griscom | ASAP |
| 4. Report publ. stats. at fall board meeting; update manual? (III.5.d.) | Griscom | Sept. 30 '93 |
| 5. Discuss Notes underprinting (III.5.d.) | Walker, Henderson, Zager | ASAP |
| 6. Put AS contract on Spring board | Ochs | May 6, '93 |

agenda (III.6.)

7. Revise Notes editor's manual to include new policy (VI.3.) Zager soon
8. Add policy re: Notes staff to handbook (VI.3.) Christensen Sept. 30 '93
9. Update handbook (VI.4.(1)) Christensen Sept. 30 '93
10. Instruct Conv. Mgr., etc (VI.4.(2)) Ochs soon
11. Create Fiscal Policy Manual (VI.4.(3)) Walker, Cardell, Davis Spring '94
12. Appoint Ad Hoc Committee (VI.4.(4)) Ochs ASAP
13. Add new Rec. Sec. duty to handbook (VI.4.(4)) Christensen Sept. 30 '93
14. Collocate committee charges (VI.4.(5)) Hunter Sept. 30 '93
15. Appoint board subcommittee (VI.4.(6)) Ochs ASAP
16. Include description of Sp. Ach. Award in handbook (VI.4.(6)...) Christensen Sept. 30 '93
17. Ask Ostrove for copies of receipt book (VII.A.1.a.) Griscom ASAP
18. Consider setting aside time in June agenda (VII.A.1.c.) Ochs May 6 '93
19. Consider issue of honoraria for MLA members (VII.A.2.c.) Board Spring meeting
20. Remind Dankner to contact relevant committees (VII.A.2.e.) Ochs ASAP

21. Contact Boettcher (VII.A.2.e.) Ochs ASAP
22. Consider increases in Placement Fin. Cttee, Spring meeting
Svc. and ad rates (VII.A.3.b.) Board, Dearborn
23. Accept new memberships at old Henderson, July 1 '93
rates 'til 7/1/93 (VII.A.3.b.) Griscom
24. Convey board comments & concerns Ochs ASAP
on program to Fry (VII.A.5.a.)
25. Include eval. of SF program in Fry May 6 '93
report to board (VII.A.5.a.)
26. Include overview of program Cardell April 1 '93
process in fiscal letter (VII.A.5.a.)
27. Tell editors they are welcome Ochs KC meeting
(VII.A.6.)
28. Convey board's support and thanks Roberts ASAP
(VII.A.6.d.(1))
29. Appoint group to examine IAC Ochs yearly
contract (VII.A.6.d.(2))
30. Put Admin. Com. concerns on Spring Ochs May 6 '93
board meeting agenda (VII.B.1.)
31. Send awards info to Jones Griscom done
32. Convey ideas to new Publ. Awards Ochs ASAP
Com. (VII.B.2.a.)
33. Convey reminders to new Gerboth Ochs ASAP
Awards Com. (VII.B.2.b.)
34. Contact Shepard about Preserv. Roberts ASAP
Com. (VII.B.5.)
35. Appoint a Roundtable Task Force Ochs ASAP

(VIII.)

36. Contact Fuchs (IX.A.3.) Griscom ASAP
37. Appt. com. to revise Conv. Manual Ochs ASAP
(IX.A.4.)
38. Convey thoughts about exhibits Ochs ASAP
to Quist (IX.A.5.)
39. Convey board discussion to Jones Roberts ASAP
(IX.C.)
40. Send files to the Archives (X.B.) JC, JG, SV April 1 '93
41. Send comments on NASM draft to Board March 1 '93
Fenske (X.D.)
42. Tell Fry about Ask MLA idea (NASM) Ochs ASAP
(X.D.)
43. Write letter to LeSueur (XI.D.) Roberts ASAP
44. Write letter to Lawrence (XI.E.) Roberts ASAP
45. Ask Dev. Com. to look at ARLIS Ochs ASAP
travel grants (XI.F.)
46. Write article about major gifts Walker, ???
(6/92, VII.A.1.) Roberts
47. Consider raising subsidy to Board 6/93
US-RILM Office (6/92, VII.A.3.b.(8))
48. Request Ad Hoc Memb. Dir. Com. Ochs ASAP
to submit list of areas of
specialization for use on update
form sent with dues notice (6/92, VII.B.9.)
49. Instruct editors re: publicity Cardell March 1993
and budget (6/92, VII.A.6.e.)

50. Set billing date for Placement Griscom May 1993
as July 1 in 93/94 calendar (6/92, IX.B.)
51. Consider appointing an ad hoc Board February 1993
committee to examine the program
(2/92, VII.A.5.b.(5))