

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Buffalo, New York, 4-5 June 1993

Friday, June 4: 2:00-8:30 PM; Saturday, June 5: 8:30 AM - 8:30 PM.

Present: Victor Cardell, Beth Christensen, Elizabeth Davis, Richard Griscom, David Hunter, Paula Matthews, Nancy Nuzzo, Michael Ochs (presiding), Don L. Roberts, Carol Tatian, Diane Parr Walker.

I. Parliamentarian's Report. Beth Christensen.

A. Christensen reported that the Handbook revisions will be ready for board approval at the October meeting.

B. Approval of agenda. It was moved by Carol Tatian, seconded, and unanimously carried that the agenda be adopted with the following revisions: Development and Education Committee reports follow Finance Committee Report; add Technical Reports, Newsletter, and MCB reports as VII.E.2-4; add UMI License Agreement as XI.F.

II. Recording Secretary's report. Nancy Nuzzo.

The minutes of the meeting of 2-7 February 1993 (San Francisco) were approved with the following correction: page 5, second to the last line, change "Franklin Hardy" to "Hardy Franklin."

III. Treasurer's Report. Diane Parr Walker.

Walker distributed a packet of 1992/93 Third Quarter and Fourth-Quarter-to-Date reports including the Operating Budget Report, Supplemental Income Report, Endowment Accounts Accumulated Principal Report, Awards Budget Report, Investment Accounts Report, and the Operating Budget Surplus Projection.

A. Review of 1992/93 Operating Budget to Date.

1. Operating budget income is at 83% of the budgeted amount.

a. Dues income is only \$392.98 under budget.

b. Sales, at 74%, are under budget by \$41,385. MCB is under because of the delay in publishing the cumulated index, but there have also been no expenses. Profit on the cumulated MCDs is \$6,238 to date. IS and TR income is low. The library school directory and Indiana University Clearinghouse are well over their expected income. The Harvard University volume needs additional sales totalling \$1,534.20 in order for MLA to break even on this venture.

c. Meeting income is under the projected amount but so are expenditures; the bottom line to date on the San Francisco conference is a surplus of \$11,578.74.

d. Placement income is above the projected figure by \$187.

2. Operating budget expenditures are at 80% of budget.

a. Management services overall are on target at 95%.

b. Program expenses are under by \$5,948.62.

c. Other Member Services are at 81%, with a few expenses still to come.

d. Publications are at 77%. Inventory management is over by \$350.55 and may go higher. IS and TR expenditures are low. Newsletter is at 81% with one issue to go; Notes is over budget by \$4,273.45.

3. Prediction. Walker predicts a deficit of around \$21,000. The budgeted deficit was \$27,158.

B. Supplemental Income Report (4th quarter-to-date).

1. Royalties. MLA received \$493.64 from UMI in the 3rd quarter, and \$125.05 from Da Capo in the 4th quarter.

2. Award Endowments. Duckles Fund contributions in the 3rd quarter totalled \$7,943.00, primarily from the convention fund drive.

3. Interest. Income of \$414.45 in the 4th quarter reflects only interest to date; some interest is reported only at the end of the quarter.

C. Endowment Accounts Accumulated Principal.

1. Gerboth principal totals \$14,813.00

2. Duckles principal totals \$14,853.00. The cost of the premium, \$2,300.00, will be deducted.

D. Awards Budget. Fourth quarter interest income is not likely to add enough to balance the full awards budget under the

current funding formula (up to 50% of interest earned on cash accounts), but will probably cover this year's awards because no Special Achievement Award was given.

E. Investment Account Reports.

1. Cash investment accounts (money markets, T-bills).

a. Interest rates fell again from the 2nd quarter to the 3rd. T-bills averaged the best, at about 3.06% over the quarter. Fidelity/Spartan was next, averaging 2.79%. Calvert averaged 2.61% and the checking account averaged 2.25%.

b. The T-bills will finish their renewal cycles during the next three months, with the first one returning the \$20,000.00 initial investment on June 10. MLA has earned \$5,521.20 in interest over the 2 years we have held T-bills.

2. Permanent Fund.

a. As judged by the price per share on the last day of the quarter, the value of Calvert and Parnassus improved slightly in the 3rd quarter, while the value of Pax World declined, as it has at the end of each quarter this fiscal year.

b. Calvert paid a dividend of 27.563 shares valued at \$30.31 each on March 26. Walker remarked that dividends, as well as the value per share, are a measure of a fund's performance.

c. The value of the Permanent Fund has increased by \$46,451.79 from July 1, 1992.

F. Operating Budget Surplus Projection.

The operating budget surplus funds will be down to around \$35,000 at the end of FY 1992/93.

G. IRS Group Tax Exemption for Chapters.

The IRS has granted group exemption for all twelve MLA chapters as subordinates of MLA. Walker will notify chapters and provide instructions for filing and information requirements as soon as she receives the Group Exemption Number. Group exemption allows donors to deduct contributions to chapters and exempts chapter income that is related to its business. It may also make it easier for chapters to receive state tax exemption.

Walker was thanked for her fine report, and especially for her hard work at getting group exemption for the chapters.

IV. Executive Secretary's Report. Richard Griscom.

A. Administrative Structure. Griscom mailed the May 13, 1993, version to the board in May. A revised version will be sent after the board meeting.

B. Draft Calendar. The board went through the draft calendar which Griscom sent in May. The conference is later, so related dates have been adjusted. The ballot and convention mailings are not synchronized, and the ballot mailing is a week later than last year because the fall board meeting is later. A decision on the dates of the two spring 1994 issues of the Newsletter was complicated by a board member's suggestion to combine the two issues; Michael Rogan will be consulted. Walker proposed a change in the dates she reports to the Fiscal Officer and those with authorized budget lines; Cardell proposed eliminating the spring meeting notification sent to the Finance Committee and adding a date two weeks before the meeting on which the Finance Committee agenda, proposed budget, and supporting documents are sent. The board was agreeable to these changes. See also VII.D.3. and XI.B.

C. Membership.

1. Growth report. The April 30th membership report shows that the total number of members and subscribers is 2624, down 12 from last year. Subscribers total 744, down by 41 of which 34 were institutions. The total number of members, at 1880, is up 29 from last year. The 29 new members include 21 students. Comparing the 1993 figures to those from 1988, the grand total is down 154, and 127 of those were subscription cancellations. Membership is down by 27. Griscom has processed 49 new memberships since the San Francisco meeting.

The board asked Griscom and Ochs to look at the list of recipients of gratis subscriptions. Griscom will ask James Henderson to produce the list.

2. Membership renewal form. No changes are needed. The form will include a printout of the person's current database entry, giving them the opportunity to correct their information. Griscom's cover letter will list the categories of membership.

D. MCIMail. There are no MCIMail accounts active at this time; the accounts for board members who completed their terms in San Francisco were closed in mid-April.

E. MLABD-L. New board members were added after the San Francisco meeting, and retiring board members were removed on April 1.

F. Publications.

1. Brochures. Griscom has filled 65 requests for brochures since the San Francisco meeting. More copies of the Music

Librarianship brochure will be needed. The brochure insert will be reprinted with revised dues figures. Texts of both brochures have been mounted on the MLA-L filelist.

2. Membership Handbook. The board gave Griscom a round of applause for his work on the Membership Handbook. Heavy snows and printer's errors conspired to delay the appearance of the Membership Handbook. Griscom reviewed the events that led to the creation of the handbook, and noted that a feature proposed for the 1994 edition, the inclusion of areas of interest, will not be possible because the list of areas of interest has not been created. Griscom offered to put together a list to present to the board in October, and will consult the list used by the New England Chapter. (See also VII.E.1.b.) Ochs will discharge the Ad Hoc Committee to Study the Enhancement of the Membership Directory with thanks for their work. Ochs requested an advance copy of the 1994 handbook for his use; Griscom offered to send him a photocopy of the first proofs.

3. Griscom has sold the last copy of the Directory of Library School Offerings in Music Librarianship. Later, it was reported that a new edition is not immediately forthcoming, so Griscom will reprint the current edition. Eighteen copies have been sold since the San Francisco meeting.

4. Notes. Griscom deposited volume 42, numbers 2 and 3, with the copyright office in late March. Ochs will ask the Publications Committee to remind editors that they need to secure authors' permission for MLA to copyright their works in MLA's name.

5. Monographic series and Music Librarianship in America. Reporting on sales has been shifted to coincide with the fiscal year; Griscom will report at the October meeting. A board member asked for statistics on the MLIA volume; 400 copies were purchased from Harvard University Press, 209 have been sold, and 20 were given away, leaving 171 to be sold.

6. Cumulated Music Cataloging Decisions. This has been selling well.

G. Academic Services. The current contract expires on June 30. The revised contract, which would be in effect until June 30, 1996, includes a 20% increase in the minimum monthly maintenance charge, bringing it to \$1,200 per month. There has been no increase in this charge during the last six years despite increased costs to Academic Services. It was moved by Michael Ochs, seconded, and unanimously carried that MLA accept the new terms. Griscom cited James Henderson as being unfailingly polite and accommodating.

H. Contributors. In mid-March, Griscom sent letters to 165

Duckles contributors, and sent 88 Gerboth bags and 20 letter openers. The postage for mailing the premiums was extremely high. The remaining inventory of premiums includes 9 bags and 142 letter openers.

I. MLA-L. As of June 1, there were 697 subscribers, up 165 from a year ago. The base of potential subscribers continues to grow as more people obtain electronic mail accounts. Griscom plans to mount the official calendar on the MLA-L filelist, and will continue to mount new versions of the Administrative Structure as they appear.

J. Stationery. Stationery was distributed as requested. Griscom will send Ochs all remaining envelopes.

K. Miscellaneous.

1. NASM/MLA report. Griscom distributed 20 copies of the NASM/MLA report in February, as requested.

2. Display of members' publications at the conference. Griscom received a request from a recently published member asking whether the publication could be included in MLA's exhibit at ALA. The answer was no, but the question led to the idea of having a table of member publications at the conference. The board was not in favor of the idea. Instead, members could be encouraged to donate copies to the silent auction (see VII.B.5), or get their publishers to exhibit at MLA.

3. Correspondence. Griscom read a letter from a sixth grader in Iowa who has chosen librarianship as a career and was requesting information.

V. Vice-President/Past-President's Report. Don L. Roberts.

Roberts has received requests for support from three chapters. The Midwest Chapter requested \$1,200 to initiate a formal exchange program between music librarians located in the Midwest Chapter. The New England Chapter would like \$2,000 in order to begin production of The Directory of Music Libraries and Collections in New England. The Pacific Northwest Chapter requested \$500 to support the completion of the second edition of the Directory of Music Resources in the Pacific Northwest. The board discussed the proposals and how to distribute the \$2,000 available for chapter support. Several board members were enthusiastic about the innovative proposal from the Midwest Chapter. It was moved by Paula Matthews and seconded that the board award grants in the amount of \$1,000 to the Midwest Chapter and \$500 to the Pacific Northwest Chapter, and \$500 to the New England Chapter if they can use it for their directory. The motion carried with eight (8) votes

for, zero (0) votes against, and one (1) abstention. The board would like the Midwest Chapter to share the details and results of its program with the board and MLA membership. The board also wondered if the recent granting of group tax exemption for the chapters might have an effect on some of the proposals.

VI. President's Report. Michael Ochs.

Ochs reported on the appointment of the Nominating Committee. The board discussed the perception by public librarians that MLA is run by and for academic librarians. A board member felt that this is a universal problem among associations that target more than a local area. Many public librarians are unable to attend MLA conferences, which include sessions on public library concerns. The board was hopeful that the appointment of Joe Fuchs as Assistant Convention Manager would increase the association's sensitivity to the needs of public music librarians.

VII. Standing Committees.

A. Finance. Victor Cardell.

1. Overages in 1992/93 operating budget.

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

6.02 Executive Secretary	\$6,167.79
6.10 Nominating Committee	\$11.95
7.16 MLA/MOLA/MPA Joint Committee	\$7.91
8.06 Placement Service	\$33.06
9.01 Inventory Management (Haddon Craftsmen)	\$350.55
6.06 Notes	\$6,335.95

It was pointed out that the membership directories for both 1992 and 1993 were billed to line 6.02 in FY 1992/93.

2. 1993/94 operating budget.

Although the dues increase will result in 24% more dues income, the percentage of new dues income to total income is only 6.6%. Since the last dues increase in 1987/88, income has increased less than 6% while programs have expanded at a greater rate. As first presented to the Finance Committee, the proposed 1993/94 operating budget carried a deficit of over \$35,000. The Finance Committee has therefore looked for areas where income could

increase.

a. The board unanimously approved the Finance Committee's recommendation that the dues structure for the Placement Service be changed as follows: raise the \$10 fee for individuals to \$15; raise the \$15 fee for foreign and institutional to \$20.

b. The board unanimously approved the Finance Committee's recommendation that the subscription rate for MCB be raised from \$20 to \$25 for domestic, and from \$25 to \$35 for foreign.

c. The prices for individual issues of Notes and MCB were raised to \$20 and \$3, respectively, as an emergency action following the meeting, subject to ratification by the board at its fall meeting.

d. Cardell distributed the proposed budget and went through it line by line. Revisions to specific lines were discussed in the context of reports and proposals from committees and others. The revisions resulted in a proposed budget with a \$193.00 surplus. It was moved by Don L. Roberts, seconded, and unanimously carried that the board approve the budget as presented.

3. Investments Subcommittee.

Cardell presented three recommendations drafted by the Investments Subcommittee and endorsed by the Finance Committee.

a. The board unanimously approved the Finance Committee's recommendation that a separate awards fund be established of around \$40,000, which is to be made up of the principal currently in hand for the two award endowment funds, plus the principal in hand for the special endowment funds, the remaining amount needed to total \$40,000 to come from the monies currently held in MLA cash investment accounts plus whatever expense might be incurred to establish the account. Walker noted that it doesn't make sense for MLA to keep assets in low-yielding investment instruments and at current rates, half of the interest on MLA's interest-bearing accounts will not be enough to fully fund the awards anyway. The new method will keep the funding of awards out of the operating budget and fully fund them. The last phrase of the recommendation refers to the fee or load charged for opening a new account.

b. The board unanimously approved the Finance Committee's recommendation that \$30,000 from the current cash investments accounts be transferred to the Permanent Fund, the distribution to be determined at the time the transfer is made. The Investments Subcommittee will probably recommend a distribution of 40% Calvert Managed Growth, 40% Parnassus, and 20% Pax World.

Walker explained that previous board policy keeps dues income from ending up in the Permanent Fund. Of the approximately \$100,000.00 currently in cash investments, about \$60,000.00 are surplus operating funds from members' dues. The remaining \$40,000.00 is interest income, and about \$7,000 of that will end up in the Awards Fund.

c. The board unanimously approved the Finance Committee's recommendation that if the Investments Subcommittee has made an urgent recommendation that money be moved to avoid a substantial loss, and one of the three normally-required contacts (President, Vice-President/Past President, and Fiscal Officer) cannot be reached, the agreement of only two of the three normally-required contacts will suffice.

If a situation arises when it is thought money should be moved as rapidly as possible and the subcommittee chair or other subcommittee members cannot be reached, a majority of the subcommittee can make the decision to recommend, and if necessary, appoint a subcommittee member to notify the MLA President.

B. Development.

The board went through the report submitted by Jane Gottlieb, chair.

1. "Giving to MLA" brochure. The board was enthusiastic about this idea, not least because the process will involve reviewing all of MLA's giving programs and establishing long and short term priorities for fund raising. It was moved by Paula Matthews, seconded, and unanimously carried that the Development Committee undertake the design, printing, and mailing of 3000 copies of the proposed "Giving to MLA" brochure, the text to be approved by the board. The board reduced the committee's budget request for the brochure by \$300, noting that 1200 copies, not 1800, would need to be mailed to personal members of MLA.

2. Completion of Duckles campaign. It was moved by David Hunter and seconded that MLA print t-shirts and offer them as a premium for contributors to the Duckles fund. The board was not enthusiastic about printing t-shirts as a premium for donations to the Duckles fund. The board felt that the goal was reachable without offering another premium. Further, the board decided at its September, 1991, meeting in Ithaca that "In general, the board is not opposed to offering premiums, but prefers to see them used as a kickoff for a campaign." The motion was unanimously defeated. The board was not opposed to using t-shirts as a premium for a future

campaign. The committee's budget lines for this project were amended accordingly.

The board discussed the notion of offering keepsakes or tokens at conferences. The board referred the idea back to the Development Committee, and requested that the committee especially investigate legal questions such as sales tax, whether the items should be sold or given in return for a donation to the association, and where the income should go. The board would also like the committee to investigate ways to support the operating budget.

3. Travel grants. The board would like the committee to investigate the idea of travel grants. There was concern about describing them in the "Giving to MLA" brochure; some board members were uncomfortable about including a program that is not fully developed; others felt that the program should be developed after funds are donated. The board agreed that seeing the text of the brochure will help determine if travel grants are a priority for MLA. Recognizing that travel support can be a sensitive issue, the board would like the committee to particularly report on who might be eligible to receive travel grants, how they would be selected, and how they would be funded.

4. Corporate Membership campaign. The board was in favor of beginning immediately, with letters from the president going out before the membership renewal notices are sent on July 1. Notes advertisers were mentioned as potential corporate members.

5. Auction. The board was wildly enthusiastic about this idea and requested that the committee explore it further. The board had questions about record keeping and acknowledging donors of items. If the auction is held in the exhibit area, MLA may have to pay for exhibit space. The committee should be in touch with the convention manager. Local involvement could be beneficial.

The Development Committee was commended for its hard work.

C. Education.

The board reviewed Laura Dankner's report containing two proposals for pre- and post-conference workshops for the Kansas City conference.

1. Copyright. The board supported the proposal as presented. The board did not feel that the registration fee was excessively high, and noted that many libraries will probably fund attendance at this workshop. It was moved by Beth Christensen, seconded, and unanimously carried that the board accept the

Education Committee's proposal for the Music Library Association Continuing Education Workshop: Copyright Law and the Music Library in the Age of Technology. The board was deliberate in including "continuing education" in the full title of the workshop. The board would like to see the workshop widely advertised, including at the chapter level.

2. Oral history. The board noted the positive response to the oral history session in San Francisco and recognized the need to train interviewers. The board does not want the project to lose momentum, and supported the idea of an oral history workshop in Kansas City, but cannot offer subsidy. Cost-saving ideas were discussed. The board felt that the workshop could retain the aspects of instruction and critique contained in the proposal and yet be cost-effective if local and MLA experts were used. The board felt that it would be important to announce ahead of time who the interviewees will be, and market the workshop. A modestly higher registration fee was also suggested. The board noted the potential popularity of the Sunday morning time slot with conference attendees booked on afternoon flights. Attendees accustomed to leaving early Sunday morning will need to get used to the idea of staying later. It was moved by David Hunter, seconded, and unanimously carried that the board refer the Oral History Workshop proposal back to the Education Committee and Oral History Subcommittee with the suggestions that were discussed.

Ochs announced that Vivian Perlis has given MLA a copy of the Lou Harrison interview tape, which will be placed in the MLA Archives.

D. Program.

1. Preliminary KC program schedule. The board went through the preliminary schedule submitted by Steve Fry. Christensen will convey corrections, conflicts, and the board's comments and questions to Fry, and will ask him to check the schedule against the Administrative Structure and previous conference schedules.

2. Report on KC conference program. The board reviewed Fry's report and recommendations regarding the program.

a. Logistics.

i. The board supported Fry's decision to go with two plenary sessions instead of three.

ii. The board supported Fry's efforts to streamline the program by limiting some committee and round table meetings to one-and-one-half hours.

iii. In a reversal of previous thoughts on the matter (see September 1991 minutes, p. 11), the board supported the idea of dropping the wrap-up session. Instead, committees and others with important announcements will be asked to contact Ochs during the conference and will be given time at the business meeting. Fry will be asked to notify committee chairs, etc., of this plan when he sends them the draft program. There was some discussion of having committee chairs write wrap-up reports and send them to Griscom for MLA-L and the Clearinghouse. The board stressed that the business meeting will not be extended beyond its two-hour allotment and that reports of conference activities do not qualify as announcements. An agenda for the business meeting will need to be prepared.

iv. The board supported Fry's efforts to build lunch periods into the schedule.

b. Plenary sessions. The board requested that the second plenary session be moved from Friday afternoon to Friday morning. The board felt this would focus attention on the session and would provide an opportunity to make announcements.

c. Ask MLA. The board suggested holding simultaneous multiple "Ask MLA" sessions. Copies of Redpath's proposal were not attached to Fry's report and the proposed topics were not discussed in depth.

d. Other. Organizers of Chicken performing groups should maintain the scrupulous observance of copyright regulations practiced in the past.

3. Equipment and budget requests. This year, convention budget and equipment requests will be submitted to Fry, who will forward the budget figures to Ned Quist. This change should be pointed out in Cardell's letter to authorized spenders, and in Fry's letter accompanying the draft program schedule.

E. Publications.

1. The board discussed the report submitted by Ruth Henderson, chair.

a. Dropping unpaid members. The board accepted the committee's recommendation that unpaid individual members be dropped before the December issue of Notes is mailed. Individual members who have renewed their membership by October 15 will receive the December issue. Griscom will modify the calendar and look into the schedule for sending labels to AR.

b. The board agreed with the committee's recommendation that the "Members Geographical" section of the 1994

Membership Handbook be subarranged by institution, rather than city, and that members' special interests also be listed. Griscom will ask James Henderson to subarrange by institution, and Griscom will work on a list of special interests. (See also IV.F.2.)

c. The board agreed with the committee's recommendation to withdraw from inventory the earliest four volumes of the Index Series (numbers 3, 6, 7, and 8). The board suggested reducing the stock of number 11 to 25 copies. Withdrawn stock will be offered to the authors.

d. Board handling of the approval of manuscripts in the two series. The board reviewed the process outlined in Henderson's report and agreed that board approval should be requested earlier in the process. Currently, board approval is requested after much effort has been expended by the editors and authors; earlier input would allow the board to perform its screening duty in a meaningful and positive way, would allow the editors to continue the process with the board's support and confidence, and would remove a last hurdle from the author's point of view. The board would like to meet with the series editors in Kansas City to discuss a revised schedule for the process and clarify the board's expectations for the contents of proposals. In preparation, the board invites the series editors and the Publications Committee to devise a schedule whereby board approval is requested earlier in the process and will be considered a positive aspect of the process.

e. The board is happy that the 1985-89 MCB cumulated index will be published.

f. Regarding publication delays, the board greatly appreciates Ruth Henderson's efforts on MLA's behalf in making sure that timeliness is observed.

2. Technical Reports. It was moved by Victor Cardell, seconded, and unanimously carried that the board approve Richard Smiraglia's recommendation that Collection Assessment in Music Libraries, edited by Jane Gottlieb, be published as number 22 in the MLA Technical Report Series.

Presently, publications in the Technical Reports and Index and Bibliography series are priced so that MLA breaks even when standing orders are filled. The Finance Committee suggested a reexamination of that practice, and a look at run size. The board unanimously approved the Finance Committee's recommendation that an ad hoc group consisting of the Chair of the Publications Committee, the editors of IS and TRS, the Executive Secretary, the Fiscal Officer, and the Treasurer be appointed to restructure the pricing

formula for publications in the IS and TRS. Cardell will chair the committee.

3. Newsletter. The board commended Michael Rogan for the fine job he is doing as editor. The board discussed ways to lower the budget for the Newsletter. A board member suggested combining the March-April and May-June issues in 1994, since the late date of the conference will push the publication of the March-April issue into May anyway. Other suggestions included moving the Music Articles in Non-Music Journals column to the MLA Clearinghouse, cutting the length of some articles (including the President's column), and using a smaller typeface for certain features. Ochs will run these ideas by Rogan. The board supports the production of the same number of pages in 1993/94 as in 1992/93 (76 pages) and reduced the requested budget by \$3,970 to \$13,500.

4. MCB. In response to a request from Cathy Gerhart and Ruth Henderson, Griscom will identify MCB issues by month in the calendar.

5. Notes. The board was supportive of Zager's efforts to control the size and expense of Notes. In particular, the board accepted his recommendation to delete the composer index to the Index to CD Reviews and consider removing the column from Notes entirely. The board likes the idea of publishing the column separately, and would like to see a proposal to that effect. Other cost-saving measures discussed by the board included dropping the index to equipment reviews in 1994, dropping the "Music Received" column after December, and cutting back on book reviews in the next fiscal year. The board recognized the fine work done by Mark Germer and Marjorie Hassen on the book review section. After a lengthy discussion of travel funding in general, the board agreed that Notes editors should receive funding for transportation only. It was moved by Elizabeth Davis, seconded, and unanimously carried that in response to fiscal constraints, the board request the Notes editor to reduce the size of Notes volumes, specifically looking at areas already identified by the Notes editor. Ochs will call Zager to discuss these ideas. The Notes budget was reduced by \$3,575 to \$90,734.

The board unanimously approved the Finance Committee's recommendation that the Advertising Manager's line be moved out of Notes line 9.066 and into a new line, 9.05, that this position be designated as that of a special officer reporting to the board, and that the honorarium be set at \$3,000 for fiscal year 1993/94. The Ad Manager's duties have been expanded to include advertising in venues other than Notes, specifically in the

Membership Handbook, and it seemed appropriate to move the position administratively out of Notes and into the Special Officer category.

VIII. Special Committees.

A. Ad Hoc Board Committee to Draft Committee Charges.

David Hunter, Chair, distributed the June 1993 draft MLA Committee Charges. The committee found that not all committee charges are in the Handbook, and that the Handbook contains charges for committees that no longer exist. The board discussed how to maintain the charges. It was moved by David Hunter, seconded, and unanimously carried that Section II.B.5.a. of the Handbook, paragraph 4, last sentence, be modified to read, "The President will forward to the Parliamentarian written committee charges for inclusion in the Handbook." and delete the requirement that charges be included in annual committee reports. Instead, they will be published in the Membership Handbook. The 1993 annual reports will follow the old format; the 1994 reports will not include charges; a headnote will direct readers to the Membership Handbook for committee charges.

B. Ad Hoc Committee to Study Roundtables.

The board reviewed the report submitted by Michelle Koth, chair. The board was in favor of sending a questionnaire to current and recent past Roundtable coordinators and about 40 other MLA members, rather than poll the entire MLA membership. The board felt that this would be sufficient to reveal the answers to the most nagging questions. Regarding the inquiries that will be made of six other library organizations, a board member suggested contacting them by phone first to find out whether they prefer to answer the questions by phone or by mail. The board reduced the committee's budget to \$100, which will cover phone and the cost of mailing questionnaires to about 80 members.

C. Administration.

The board discussed two issues presented in Charles Coldwell's report.

1. Statistics. The board agreed that the Statistics Subcommittee can perform a useful role in relation to various surveys undertaken by MLA groups, and suggested that the committee place a notice in the Newsletter which reiterates the committee's charge and invites MLA groups with statistical concerns to be in

touch. One goal should be to make the various statistics correlatable; the subcommittee stands ready to be of assistance in this area.

2. Personnel characteristics of the music library profession. The board agreed that it would be useful to the organization and its constituents to have this information. It was moved by Nancy Nuzzo, seconded, and unanimously carried that the board authorize Michael Ochs to appoint a working group to study the feasibility of undertaking a survey of personnel characteristics in the music library profession.

D. Bibliographic Control.

1. The board reviewed a proposal from BCC for the appointment of an MLA advisory group on the Music Thesaurus Project. The board supported the proposal in principle, but would like to wait until it receives the report of the Task Force to Examine the Structure of BCC before establishing an advisory group. The board was unsure how this group might fit into the current BCC structure, and felt it might help if Bowen could solicit a request from the Music Thesaurus Project for an MLA advisory group to the project.

2. The board discussed BCC travel at length, and in the end decided to fund the amounts requested for the ALA meeting in New Orleans, and to fund transportation, registration, and half of the requested hotel rate for the CC:DA, MARBI, and ASIG reps to attend the midwinter meeting. It became clear to the board that this level of travel support is justified by the level of participation expected of MLA's official representatives during the several days of ALA meetings. The committee's budget was reduced to \$4,400 for travel and \$770 for ALA registration.

E. Publications Awards. The board agreed to revise the deadline for the committee's report to November 15.

F. Gerboth Award. The board discussed the committee's request for postage to send a mailing to about 300 new members (members who have joined since 1989). The committee felt this would help them solicit a sufficient number of proposals for a decent competition. The board approved the committee's request as a one-time experiment, and pointed out the option of not making an award if the proposals were weak. The board suggested promoting the award in the Newsletter and the New Members Roundtable. There was discussion of the need to give applicants feedback to assist them in designing good proposals.

IX. Reports From Representatives to Other Organizations, etc.

A. ALA. The board acknowledged Paula Matthews's informative report on ALA's midwinter meeting.

B. MLA/MOLA/MPA.

1. Task Force on Music Publishers' Archives. The board was pleased with the progress of the task force. It was moved by Don L. Roberts, seconded, and unanimously carried that the board endorse the continuation of the task force at least through the fall.

C. NASM. The MLA members of the MLA/NASM task force compiled their and MLA members' comments on the draft "Future of Music Libraries" document and sent them to Sam Hope. The board agreed that these comments are excellent and to the point.

X. Roundtables.

A. Social Responsibilities. On behalf of the Social Responsibilities Round Table, Renee McBride submitted a proposed resolution on Colorado Amendment 2. The board was not comfortable acting on this proposal without input from the Mountain Plains Chapter and the MLA membership. The board authorized the MLA President and Parliamentarian to determine the proper way of handling resolutions proposed by the membership.

B. Several roundtables are up for renewal. Ochs will notify.

XI. New Business.

A. Future annual meetings

1. 1997.

The board reviewed a formal invitation from the music librarians of Tulane and Loyola Universities to meet in New Orleans (following up on their informal invitation received in February), and a new invitation from the Texas Chapter to meet in Dallas. It was moved by Don L. Roberts and seconded that the board accept the

invitation to meet in New Orleans in 1997, contingent on MLA's ability to conclude satisfactory hotel arrangements. The motion carried with 8 (eight) votes for, 0 (zero) votes against, and 1 (one) abstention.

2. 1998.

The board was very interested in an invitation from the Boston Area Music Libraries and the New England Chapter to meet in Boston in 1998, but decided to postpone a decision until the October board meeting.

B. Future board meetings.

1. Fall meeting in Portland, ME. The Finance Committee will meet on Thursday, September 30, from 2 PM until 6 PM, and on Friday, October 1, from 9 AM until noon. The full board will meet on Friday from 2PM until 6 PM, on Saturday from 8:30 AM until 5 PM, and on Sunday from 8:30 AM until noon.

2. Spring meeting. Dates were tentatively set as June 2-5, 1994.

C. ASCAP license agreement. The board reviewed a letter from Ned Quist and copies of letters he received from Michael Sereno, District Sales Manager at ASCAP. Ochs will follow up on this matter.

D. ACLS membership. The board reviewed a letter from Linda Blotner suggesting that the board consider joining the American Council of Learned Societies as an affiliate member. The board was not in favor of joining at this time. Nuzzo was asked to find out about SEM's membership in ACLS.

E. MLA Goals. The board agreed to make time at the fall meeting to discuss goals and perhaps a long term fiscal plan.

F. UMI License Agreement. The board reviewed the information sent to James Henderson by UMI, and agreed to reconstitute the committee that looked into the proposal from the Information Access Company (Zager, Acker, Cardell, Walker). A "permanent" ad hoc committee might be needed to evaluate and keep track of these proposals. The board would like the committee to compare this proposed agreement with the one that was signed with the Information Access Company.

XII. Adjournment. A motion to adjourn carried unanimously.

Submitted by Nancy Nuzzo, Recording Secretary.

Appendix I. New policies adopted by the board.

Raised Placement and MCB rates, and prices of individual issues
(VII.A.2.a-c.)

Established an Awards Fund (VII.A.3.a.)

Reduced the number of contacts required before taking action on
investments (VII.A.3.c.)

Turned the Ad Manager into a Special Officer (VII.E.5.)

Established policies for the collection and publication of
committee charges (VIII.A.)

Appendix II. List of actions to be taken.

Action	By whom	By when
1. Ask J. Henderson to produce list of gratis subscript. (IV.C.1)	Griscom	soon
2. Look at list (IV.C.1)	Griscom, Ochs	Sept.
3. Compile list of areas of interest (IV.F.2.)	Griscom	Sept.
4. Discharge Ad Hoc Comm. and notify Griscom to remove from Admin. Struct. (IV.F.2.)	Ochs	soon
5. Ask Publ. Comm. to remind editors (IV.F.4)	Ochs	soon
6. Send envelopes to Ochs (IV.J.)	Griscom	soon

7. Notify chapters and send voucher to Walker (V.) Roberts soon
8. Notify J. Henderson of rate changes (VII.A.2.a-c.) Griscom ASAP
9. Inform Placement Off. and editors of rate changes (VII.A.2.a-c.) Ochs ASAP
10. Report board discussion to Gottlieb (VII.B.) Ochs soon
11. Kick off Corp. Memb. campaign (VII.B.4.) Ochs, Griscom ASAP
12. Report board discussion to Dankner and Hassen (VII.C.) Ochs soon
13. Report board discussion to Fry (VII.D.) Ochs soon
14. Convey schedule info to Fry (VII.D.) Christensen soon
15. Prepare agenda for business meeting (VII.D.2.a.iii.) Ochs, Nuzzo 5 March 1994
16. Point out change in conv. budget reporting (VII.D.3.) Cardell done
17. Report board discussion to Ruth Henderson (VII.E.) Ochs soon
18. Check schedule for sending labels to AR (VII.E.1.a.) Griscom soon
19. Ask J. Henderson to rearrange geographical section (VII.E.1.b.) Griscom Jan. 1994
20. Withdraw IS volumes from inv. (VII.E.1.c.) Griscom soon

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| 21. Appt. ad hoc group to address pricing; notify Griscom to add to Adm. Struct. (VII.E.2.) | Ochs | soon |
| 22. Report board discussion to Rogan (VII.E.3.) | Ochs | soon |
| 23. Identify MCB issues by month in calendar (VII.E.4.) | Griscom | done |
| 24. Report board discussion to Zager and request proposal re: CD col. (VII.E.5.) | Ochs | ASAP |
| 25. Add headnote to Annual Reports re: committee charges (VIII.A.) | compiler of 1994 reports | Oct. 1994 |
| 26. Report board discussion to Koth (VIII.B.) | Ochs | soon |
| 27. Report board discussion to Coldwell (VIII.C.) | Ochs | soon |
| 28. Appoint working group (VIII.C.2.) | Ochs | ASAP |
| 29. Report board discussion to Bowen (VIII.D.) | Ochs | soon |
| 30. Report to Bayne (VIII.E.) | Ochs | ASAP |
| 31. Report to Underwood (IX.B.) | Ochs | soon |
| 32. Report to R. McBride (X.A.) | Ochs | soon |
| 33. Find out how to handle resolutions (X.A.) | Ochs, Christensen | Oct. |
| 34. Send reminders to expiring RTs | Ochs | Oct. |
| 35. Report to Dankner, Curtis, W. Walker, Schreiner (XI.A.) | Ochs | ASAP |

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| 36. Decide on site of 1998 conf.
(XI.A.2.) | board | Oct. |
| 37. Follow up with ASCAP (XI.C.) | Ochs | soon |
| 38. Find out about SEM's membership
in ACLS (XI.D.) | Nuzzo | Oct. |
| 39. Put discussion of goals on Oct.
agenda (XI.E.) | Ochs | Sept. |
| 40. Reconstitute ad hoc comm., notify
Zager and R. Henderson (XI.F.) | Ochs | soon |
| 41. Appoint group to examine the IAC
contract (2/93, #29) | Ochs | yearly |
| 42. Look at February 1993 minutes,
Appendix II, for actions to take | everyone | Oct. |