

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Portland, Maine, 1-3 October 1993

Friday, October 1: 2:00-6:00 pm; Saturday, October 2: 8:30 am - 7:00 pm; Sunday, October 3: 8:30 am - 12:15 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.

Guest: Ned Quist (VII.A.4., VII.C.3.)

I. Parliamentarian's Report. Beth Christensen.

A. The agenda was adopted with the following additions:

VII.F.3. IBS proposal; X.E. ACLS membership.

B. Handbook revision. See VIII.A.

II. Recording Secretary's report. Nancy Nuzzo.

The minutes of the meeting of 4-5 June 1993 (Buffalo) were approved with the following corrections: page 1, III.A.1.b., third line, change "Profit" to "Surplus"; page 12, E.5., insert following the first sentence: "Zager hopes to achieve the necessary budget reductions by reducing the book review section, but will target other areas of the journal if necessary."

III. Treasurer's Report. Diane Parr Walker.

Walker distributed 1992/93 Year-end Reports including the Balance Sheet, Operating Budget Report, Supplemental Income Report, Awards Budget, Investment Accounts Report, Endowment Accounts Report, and Mutual Funds Activity Report; 1993/94 First-Quarter-to-Date Reports including the Operating Budget Report and Supplemental Income Report; and additional reports including the Six Year Comparison Summary Budget Report and Operating Budget Reserve Report.

A. Overview of Final 1992/93 Budget.

1. Summary: Operating Budget balance on 30 June 1993 was a deficit of \$19,871.22, or \$7,286.78 less than the budgeted deficit of \$27,158. The deficit was covered by reserve operating

budget funds. Total assets on 30 June 1993 showed a gain of \$21,199.83 over the 1 July 1992 figure.

2. Income. Operating Budget income reached 87% of the budgeted amount, compared to 89% in the previous two fiscal years.

- a. Dues were over by \$1,371.52.
- b. Sales came in at 79%.
- c. Convention balance at year end was \$12,053.74.
- d. Miscellaneous income. Line 5.01 shows the

transfer of funds from the endowment fund to cover the cost of the Duckles campaign premium.

3. Expenditures. Operating Budget expenditures reached 86% of the budgeted amount, compared to 92% in 1991/92 and 85% in 1990/91.

a. Miscellaneous expenditures. Line 11.0 shows royalties paid to H. Wiley Hitchcock. Walker noted that royalties under \$10 are tracked until the amount is greater than \$10; she then issues a check.

4. Supplemental Income. Total received was \$18,573.33.

- a. Unrestricted contributions totalled \$876.49.
- b. Gerboth Fund contributions totalled \$385.00
- c. Duckles Fund contributions totalled \$12,430.11

after the cost of the premium was deducted from income.

5. Endowment Accounts Accumulated Principal.

- a. Gerboth Fund principal is now \$14,813.00
- b. Duckles Fund principal is now \$12,780.11.

6. Awards Budget. 50% of interest income was \$206.42 more than was needed for the awards given in 1992/93, but would have been \$294.58 short if a Special Achievement award had been made. Beginning in 1993/94, income for the Awards Budget will come from interest earned on the Awards Fund established in June 1993.

7. Investment Accounts.

a. First T-bill investment of \$20,000 was refunded by direct deposit to the checking account before the end of the fiscal year, resulting in a drop of about \$20,000 in cash investments at year end. Walker noted that there is typically a drop in cash investment accounts at the end of the fiscal year as funds are transferred into checking to pay bills; this year the T-bill refund replenished the checking account.

b. Walker transferred \$60,000 from the Calvert Managed Growth Fund to the Calvert World Values Global Equity Fund on June 23, as instructed by the President, Vice President/Past President, and Fiscal Officer upon recommendation of the Investments Subcommittee. The value on the date of purchase was \$15.10 per

share; 3,973.51 shares were purchased.

c. The Calvert Managed Growth Fund issued a dividend of 28.287 shares worth \$29.97 each on June 25, for a total value of \$847.75.

d. Values per share rose during the year for Calvert Managed Growth and Parnassus, and fell for Pax World.

e. The value of the Permanent Fund increased \$44,347.73 (20%) during 1992/93.

f. The distribution of investments among the various instruments at the close of the fiscal year was 18% Calvert Managed Growth, 23% Calvert World Values Global Equity, 23% Parnassus, and 36% Pax World. (See also VII.C.2.a.)

B. 1993/94 Operating Budget, First Quarter-to-Date.

1. Income is at 35%, compared to 36% at this time last year.

a. Dues are at 78% (compared to 76% last year).

b. Notes subscriptions, at 44%, are low, but Academic Services is still receiving subscriptions.

c. Placement is low at 70% (compared to 86% last year).

2. Expenditures are at 21%, compared to 16% last year.

a. Program expenses are at 48% because ALA travel and the subsidy for the US-RILM office have already been paid.

3. Supplemental Income.

a. Undesignated contributions received with dues renewals are \$653 so far.

b. Contributions to the Gerboth Fund total \$345.

c. Duckles Fund contributions of \$1,270 include two special drives sponsored by chapters.

C. Operating Budget Six Year Comparison.

Walker explained that this report is a summary of actual, not budgeted, income and expenditures. (See also X.D.)

D. Operating Budget Reserve.

Walker proposed changing the way MLA describes surplus operating budget funds by calling them the Operating Budget Reserve. The board liked this terminology. There was a discussion of what is a reasonable amount to have in reserve. The goal of the Permanent Fund is to accumulate three times the Operating Budget. The board asked Walker to ask an accountant about the amount which should be available in the Operating Budget Reserve, which lives in

MLA's cash accounts.

E. Other.

1. 1992/93 financial information has been delivered to the accountant for preparation of the annual report to the IRS.

2. MLA's group exemption number is 3338, as reported by the IRS in response to Walker's telephone inquiry in late September. No written notification has been received. Walker will send notification and instructions to all chapters following the board meeting.

3. In August, following the decision by the board to transfer \$30,000 of accumulated supplemental income (primarily interest not used for awards over the past several years) to the Permanent Fund, and as directed by the President, Vice President/Past President, and Fiscal Officer upon advice from the Investments Subcommittee, additional shares were purchased in the Calvert World Values Global Equity Fund: 1,764.706 shares at \$17.00 each. (See also VII.C.2.a.)

4. The Awards Fund approved at the last board meeting is still to be established; Walker will do that soon.

The board expressed its appreciation for Walker's report.

IV. Executive Secretary's Report. Richard Griscom.

A. Administrative Structure. Griscom distributed the 14 September 1993 version and summarized changes. A question was raised about how working groups are established. It was determined that the President does it.

B. Membership. Two corporate members, Garland Publishing and Otto Harrassowitz, joined in August. Thirty new memberships have been processed since the last board meeting.

C. Renewal Forms. Honorary and Life members were sent renewal forms with dues set at \$0, and a cover letter. Ochs received several letters with contributions as a result of this mailing.

D. Publications.

1. Brochures. Griscom had the University of Louisville printing office print 2000 copies of the green Music Librarianship brochure and 600 inserts at a cost of \$877.94. This was a considerable savings from the estimate of \$1600 given by the Washington, DC, printer. Griscom mailed 200 brochures to Rick Jones for exhibits, and filled 40 requests for brochures since the last

board meeting. Griscom will speak to Jane Gottlieb about revising the red MLA brochure, which will need to be reprinted during 1994/95.

2. Membership Handbook. Griscom prepared a draft of areas of expertise and specialization for the 1995 Membership Handbook. The board discussed the list and how it might be used. The consensus was to call it a list of areas of specialization (rather than of interest or expertise) and to place a limit of three on the number of areas members may choose. The list will need to be finalized at the June 1994 board meeting. Several board members said they like the amount of white space in the current version of the Membership Handbook.

Griscom received a suggestion to include instructions for subscribing to MLA-L in the Membership Handbook. Griscom also suggested listing Gerboth, Hill, Duckles, and O'Meara Award winners. He and the chairs of the awards committees will work on the list.

In future editions, corporate members will be listed at the head of the membership listing.

Four copies of the Membership Handbook have been sold since the last board meeting. Griscom will contact Susan Dearborn about advertising for the 1994 edition. (See also VII.C.8.)

3. Library School Survey. Griscom had 25 copies reprinted and sold 4 since the last board meeting. A new edition will be completed in spring of 1994

4. Inventory report. Publications statistics formerly kept on a calendar year basis will now correspond to MLA's fiscal year. Griscom reported on sales for the six month period ending June 30, 1993, the interval between the conclusion of the old system and the start of the new fiscal year. The Index and Bibliography Series sold 36 units. Numbers 3, 6, 7, and 8 were removed from inventory. The Technical Reports Series sold 115 units. Number 20, Space Utilization in Music Libraries, is out of stock (see VII.C.5.). Music Librarianship in America sold 28 copies, and 162 remain on hand; MLA is \$1,043.80 short of breaking even. The best-selling title for this period was Music Cataloging Decisions, with 85 copies sold.

5. New publications. The new MCB index has sold 48 copies and orders should pick up now that the advertising is out. Two new Index and Bibliography Series volumes will go to press during the next six months.

6. Notes gratis subscriptions. Griscom, Ochs, and Roberts will review the list.

7. Copyright. Griscom deposited Notes 49/4 and the

Membership Handbook with the Copyright Office. The Copyright Office feels the copyrightable portion of the Membership Handbook has not changed and it does not want to offer formal copyright protection.

E. Business Cards. The Finance Committee approved the use of Executive Secretary funds for the printing of business cards for that office, to be used by the Publicity Officer at exhibit tables.

F. Contributors. There have been 48 contributions since the membership renewal mailing went out. Twenty contributions came from members of the California chapters in memory of Robert Basart. Griscom has sent out 12 letter openers since the last board meeting. In consultation with Jane Gottlieb, he has tailored acknowledgment letters for contributions to specific funds, including information on the status of the fund, progress toward meeting its goal, and a restatement of the purpose of the fund.

G. MLA-L. There are now 784 subscribers, up 200 from a year ago. The list is now available through USENET. A board member asked if there is any data on subscribers such as whether there is much on-and-off traffic, and whether MLA-L participants are MLA members. Matthews offered student help if Griscom can provide the raw data.

Griscom was thanked for his report.

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

Roberts reported that by the second weekend of October, all chapters will have been visited by Roberts, Ochs, or Sommer in the last three-and-one-half years. He received a letter from the Midwest Chapter thanking the board for approval of a grant.

VI. President's Report. Michael Ochs.

1. Reappointment of the Treasurer and Executive Secretary.

It was moved by Victor Cardell, seconded, and unanimously carried that the Executive Secretary and Treasurer be reappointed. It was noted that this will be the final reappointment for Diane Parr Walker as Treasurer because of the term limit of four years.

2. Roundtables. The Jewish Music Roundtable was authorized for a four-year term in 1993. The Large Research Libraries, American Music, and Research in Music Librarianship roundtables were renewed for four-year terms ending in 1997. The board will examine the issues surrounding roundtables after the final report of the Ad Hoc Committee is received.

3. Publicity. Rick Jones has been in touch with Ochs

regarding the expense involved with shipping the MLA exhibit to Montreal for the AMS meeting. The board supported Jones's idea to reduce the size of the exhibit and divide it among several MLA volunteers who will be attending. The volunteers should be prepared to answer questions from Canadian customs officers.

4. President's Column. The board liked Ochs's summary of the budget process as prepared for the September-October issue of the Newsletter.

5. Search committees and vacancies. Ochs reported that Placement Officer Pat Fiskien would like to step down after the June 1994 issue of the Job List. Ochs appointed a search committee comprising Paula Elliot (chair), Pat Fiskien, and Don L. Roberts. Ochs appointed a Treasurer Search Committee with Victor Cardell as chair and James Cassaro and Elizabeth Davis as members. Ochs will appoint Diane Parr Walker to replace David Hunter as a representative to the AMS-MLA Joint Committee on RISM. Laura Dankner will be retiring as chair of the Education Committee; Ochs will offer the appointment to Roberta Chodacki.

VII. Standing Committees.

A. Development.

The board reviewed Jane Gottlieb's report.

1. Corporate Membership Campaign. Two corporate members have joined and a third is on the way. Several board members felt that the registration form looked unprofessional; Griscom will ask James Henderson to prepare a nicer form.

2. Membership Subcommittee. The board suggested that this subcommittee might want to target MLA-L subscribers who are not MLA members.

3. Travel Grants. The board would like to hold off on determining a funding strategy for travel grants until the Giving to MLA brochure is completed and the board can assign priorities to areas targeted for development.

4. Silent Auction. The board supported most of the ideas proposed in the committee's report. The one exception was the staffing of the auction tables; the board was in favor of having the tables staffed at all times, perhaps by a local student. This could be a built-in expense. The board encouraged wide publicity, particularly to exhibitors, and local involvement. The board's questions about the amount of space available in the exhibit hall were answered by Ned Quist, who offered several solutions. The board agreed that funds raised by this event should go to the

operating budget.

5. Duckles Award Endowment Campaign. The campaign is \$2,583 short of its \$19,000 goal. The board was confident that the goal will be reached at or shortly after the Kansas City meeting. The board supported the idea of tracking multiple donations from individuals so that all who give \$250 or more during the year will be listed as Patrons in the list of contributors.

The board expressed its appreciation for the Development Committee's hard work.

B. Education. The board discussed several items in Laura Dankner's report.

1. Pre-Conference Continuing Education Workshop. The board endorsed the committee's proposal for a registration lottery. There was discussion of whether to give priority to MLA members. The board felt that MLA national and chapter members should receive priority over non-members.

2. Post-Conference Workshop. It was moved by Elizabeth Davis, seconded, and unanimously carried that the board accept the Education Committee's proposal for the post-conference workshop. The board was enthusiastic about this use of the Sunday morning time slot.

The board expressed its thanks to the Education Committee and Marjorie Hassen.

C. 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:

6.01 Subscription Services	\$1,493.29
8.06 Placement	\$320.00
9.01 Inventory management	\$132.85
9.04 Newsletter	\$2,406.90
9.06 Notes	\$3,271.53

2. Investments Subcommittee.

a. With the additional deposit of \$30,000 into the Calvert World Values Global Equity Fund in August, the current diversification of the Permanent Fund's long-term investments is 31% Calvert World Values Global Equity, 17% Calvert Managed Growth, 31% Pax World, and 21% Parnassus. Board members expressed concern about the poor performance of Pax World, and were assured that the subcommittee is watching it closely.

b. The board unanimously approved the Finance Committee's recommendation that the Vice-President/President-Elect or the President be authorized to sign MLA accounts. This recommendation grew from the Investments Subcommittee's suggestion that the board authorize someone other than the Treasurer to withdraw or exchange mutual funds, in case the Treasurer could not be contacted in an urgent situation.

Cardell praised the work of Robert Curtis and the Investments Subcommittee.

3. Convention Budget. Cardell distributed copies of the proposed Convention Budget.

a. New and deleted lines. Expenditure line 10.0145, Parking, is for local arrangements people who have to drive to the meeting site. It won't be needed in Kansas City because the hotel provides free parking. Expenditure line 10.0154, Drayage, separates the exhibit company cost of materials handling from the table charges so that these expenses can be tracked separately. Income line 3.0135 and expenditure line 10.0185, Box Dinners, will be deleted because they are no longer used. Expenditure line 10.1088, Hospitality Suite, is a new line for food costs associated with a proposed Hospitality Suite. The suite would be open in the evenings and would serve as an informal gathering place for conference attendees. During the day, the suite would be used by the Placement Service for interviews and by Local Arrangements Committee members. The board unanimously approved the Finance Committee's recommendation that MLA have a Hospitality Suite on Thursday, Friday, and Saturday evenings at the Kansas City conference. The board was in favor of staffing the suite with Local Arrangements Committee members. Before the suite's hours are set, Pat Fiskén should be consulted about the possibility that the room might be needed for interviews in the evening.

b. Pre- and post-conference Workshops. The board unanimously approved the Finance Committee's recommendation that the registration fee for the Pre-Conference Workshop be set at \$65 and that the registration fee for the Post-Conference Workshop be set at \$25. Maximum enrollment for the pre-conference is 45 participants; minimum enrollment for the post-conference is 20 participants.

The board unanimously approved the 1994 convention budget based on the following fee structure:

Registration:

Early (postmarked before 1/31/94)	\$70.00
Student or Single Day	\$35.00
Regular	\$85.00

Extra banquet tickets	\$35.00
Exhibit Table	\$350.00
Program ads:	
Full page	\$125.00
Half page	\$75.00

4. Audit. The Audit Committee, consisting of Elizabeth Davis (chair), Don L. Roberts, and Sharon Saunders, examined income line 3.013 and expenditures line 6.09 and found no discrepancies.

5. The board unanimously approved the Finance Committee's recommendation that MLA reprint 100 copies of Technical Report 20, Space Utilization in Music Libraries, at an estimated cost of \$1,200. The board felt that this title has longevity and is worth reprinting. The sale of 40 copies will recoup the cost of reprinting. Cardell reported that the Finance Committee decided not to reprint Technical Report 17, Planning and Caring for Library Audio Facilities.

6. The board unanimously approved the Finance Committee's recommendation that reimbursement of 100% be made to a Finance Committee member for unanticipated child care expenses out of the board travel line. This does not set a precedent. Matthews explained that the student who would have provided the child care at Bates College's expense came down with the chicken pox a few days before the meeting, making it necessary to hire a professional nanny.

7. The board approved the Finance Committee's recommendation that MLA develop a policy on support for dependent care during meetings. The vote was 6 for, 2 against, and 1 abstention. A motion to reconsider the motion was seconded and carried with 8 votes for, 0 votes against, and 1 abstention. The board was divided about the necessity for such a policy. Several board members felt that this could become a very complicated issue and is not where MLA should be focusing its energy. In reconsideration, the Finance Committee's recommendation that MLA develop a policy on support for dependent care during meetings was defeated by the board. The vote was 1 for, 5 against, and 3 abstentions. A board member suggested that the Local Arrangement Committee could be asked to compile a list of local child care providers.

8. Membership Handbook Advertising. It was moved by Nancy Nuzzo, seconded, and unanimously carried that Membership Handbook advertising rates be equivalent to Notes advertising rates.

D. Nominating

1. 1993 slate. It was moved by Nancy Nuzzo, seconded, and unanimously carried that the board accept the Nominating Committee's recommendations for the 1993 slate. The board felt that the committee presented a strong slate of candidates and discussed the problem with geographic distribution acknowledged by the committee. Next year's committee will be asked to especially consider this aspect of the process.

2. Citation. It was moved by Beth Christensen, seconded, and unanimously carried that the board accept the Nominating Committee's recommendation for the awarding of an MLA Citation.

E. Program.

1. 1993 Program. The board examined the preliminary program schedule sent by Steve Fry. Christensen offered to record conflicts and omissions found by the board and forward them to Fry. The board commended Fry for the tremendous amount of work he has done to accommodate various groups in the schedule.

a. Ochs reported to the board that he would like to replace the reception for committee chairs with a President's Reception for board members, committee chairs and members, roundtable coordinators, corporate members, editors, special officers, and representatives (everyone in the administrative structure except chapter officers, who have a separate breakfast).

b. The board wondered if the pub crawl would be held on Thursday evening.

c. The board discussed exhibit hours and suggested full days (8 am - 6 pm) on Thursday and Friday, and a half day (8 am - 1:30 pm) on Saturday.

d. Ask MLA. The board discussed the topics outlined in Lisa Redpath's report. It was moved by Elizabeth Davis, seconded, and unanimously carried that the board approve two Ask MLA sessions of 90 minutes each: Acquisitions Procedures or Ways to Streamline Your Acquisitions Work Flow; and Creative Solutions to the Realities of the 90's. These sessions would end at 2:30, rather than at 3:00 as proposed. The board suggested that the other sessions scheduled to end at 3:00 should end at 2:45 to give people time to get to the business meeting. Earlier in the board meeting, the subject of consultantship came up and was suggested as a potential "Ask MLA" topic.

e. Performances during the conference. The board felt somewhat bullied by ASCAP's insistence that MLA needs a license

agreement for music performed at our conferences. Ochs and Davis will consult a New York City attorney who specializes in this area and get a legal opinion.

f. Terminology. The board okayed the use of "by invitation only" for closed lunches.

g. Preparation of program. As Convention Manager, Ned Quist is responsible for the program layout, but Christine Hoffman has volunteered to do it. Christensen offered to proofread the program.

The board again expressed its appreciation for the hard work done by Fry and his committee, and wondered if any of the scheduling software packages on the market are sophisticated enough to make the job less difficult.

2. 1995. The board discussed program ideas outlined in Jean Purnell's report.

a. Pre-conference workshop. The board noted that several chapters have had successful programs on the first topic, hands-on instruction in preservation, which indicates interest. The board would like the relevant committees (Education, Preservation) to concentrate on that topic.

b. Plenaries. The board agreed that the plenary sessions need to focus on the music library profession. The board felt that the first topic listed, on IAML's plans for outreach to former Soviet countries and Eastern Europe and how U.S. music libraries, even those in straitened circumstances, can help; and the fifth topic, on the profession of music librarianship in times of budgetary restrictions (drop "in the 90s"), would together make a nice package. The third topic, on malpractice/legal issues in librarianship, was also supported.

c. Papers offered. The board suggested referring these to the appropriate roundtables.

3. 1996. Ochs needs to appoint program and local arrangements chairs for this conference.

F. Publications.

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

a. Ochs will call Henderson to convey the board's feeling about its role in the publication approval process.

b. Walker noted that restructuring the pricing formula for publications in the IBS and TR series to build in a profit does not affect MLA's tax exempt status. The board was not in favor of paying royalties to authors.

c. Regarding MLA's role in a IAML-MLA joint initiative, Ochs will inform Henderson of the plenary session proposal under consideration (see VII.E.2.b.).

2. Newsletter Advertising. Several board members felt that the ads found in other associations' newsletters can be intrusive. The board would like Michael Rogan to consult with Susan Dearborn about the questions he raised in his letter to the board. The board remanded the topic to the Publications Committee for a recommendation. Walker and Griscom will report to the Publications Committee on the board's discussion.

3. Index and Bibliography Series Proposal. The board considered a proposal for a cumulation of the "Music-Related Articles from Non-Music Journals" column. It was moved by David Hunter, seconded, and unanimously carried that this project be encouraged and brought to completion in a timely manner if, after further review, the editor deems it worthy of publication.

VIII. Special Committees.

A. Handbook Revision. Christensen presented the proposed changes to the Handbook. David Hunter moved to accept the revisions to the Handbook. The motion was seconded and carried unanimously amid thunderous applause and thanks to Christensen and Hunter.

B. Ad Hoc Board Committee to Draft Committee Charges. David Hunter, Chair, outlined the areas which need to be addressed.

1. Procedure for deleting charges from the Handbook. It was moved by David Hunter, seconded, and unanimously carried that the MLA President shall report to the board the formation or cessation of any appointed position or group, and that the Parliamentarian shall add or delete the related Handbook sections following the receipt of the board minutes. There followed a brief discussion of two subcommittees which have ceased to exist. It was moved by Nancy Nuzzo, seconded, and unanimously carried that the Handbook sections relating to the Sound Recordings Preservation Subcommittee (V.I.7.a.) and the Joint Committee on the Retrospective Conversion of Music (V.J.3.e.) be deleted.

2. Procedure for adding charges. The board agreed that charges for ad hoc committees do not belong in the Handbook. It was moved by David Hunter, seconded, and unanimously carried that on receiving committee charges from the President, the Parliamentarian will include only charges for long-term committees in the Handbook; all charges, including those for temporary committees, will be

forwarded by the Parliamentarian to the Executive Secretary for inclusion in the Membership Handbook.

3. Modifications of existing charges. In several cases, the charge stated in the Handbook and the charge reported with the committee's annual report are different. The board felt there was no simple rule to follow in choosing which to use. Ochs and Hunter will tackle this problem and choose which version to use on a case-by-case basis. It was noted that committee charges are usually quite general, whereas subcommittee, task force, and working group charges can be quite specific. Task force and working group charges may also contain time limits.

4. Charges which are procedures. The charges for the Nominating Committee and the Publications Committee contain details on how those committees work. It was moved by David Hunter, seconded, and unanimously carried that the procedural portions of Handbook sections V.H.5.a. and V.H.7.a. be moved to separate sections.

5. Electronic Resources. The board discussed where MLA-L and the MLA Clearinghouse should be listed. Hunter recommended that the board not draw up a charge for the relationship between MLA and MLA-L and the Clearinghouse. Griscom had received a suggestion that instructions for subscribing to MLA-L be included in the Membership Handbook. The question of where to list electronic resources was not resolved; the board felt a need to nail down the documentation on MLA-L and the Clearinghouse.

The board thanked Hunter for his work.

C. Ad Hoc Committee to Study Roundtables. The board reviewed the report sent by Michelle Koth, Chair, and expressed its appreciation for the hard work done by the committee. By June, 1994, the board would like to have the committee's recommendations on the direction the association should go. This time frame will give the committee the opportunity to meet face-to-face in Kansas City and to talk to roundtable coordinators, and possibly have an open meeting if necessary or desired. An interim report from the committee before June 1994 is not necessary.

D. Ad Hoc Nominating Committee...for the Special Achievement Award. Don L. Roberts.

Roberts reported that no nominations were received, none were considered, and none will be put forward.

E. Bibliographic Control.

1. Authorities Subcommittee. Joan Schuitema, chair, is MLA's liaison to and chair of the LITA/ALCTS CCS Interest Group on Authority Control in the Online Environment (ACIG), and submitted a report on the ACIG meeting held during ALA in New Orleans

2. Philip Schreur, MLA liaison to CC:DA, submitted a report on CC:DA meetings held in New Orleans.

The board appreciated these thorough reports.

F. Legislation. In response to a query from Bonna Boettcher, Chair, the board was in favor of having her prepare a summary legislative update to cover the period since 1991 and submit it to the Newsletter.

IX. Reports From Representatives to Other Organizations, etc.

A. ALA. The board acknowledged Paula Matthews's report on the New Orleans meeting of ALA. Matthews noted that the MLA Public Libraries Committee's presentation on recordings in the library was well done and well received by the approximately 100 attendees. Matthews heard that the ALA Dance Librarians Discussion Group is making plans to take the 1994 MLA conference program on Dance, Music, Librarianship to the ALA meeting in Miami, and suggested finding out whether MLA support will be requested.

X. Old Business.

A. Social Responsibilities Roundtable. The board discussed the status of the resolution on Colorado Amendment 2 submitted by Renee McBride on behalf of the roundtable. Ochs will contact McBride to find out if this is still an issue. If it is, the roundtable can present the resolution to the membership at the business meeting in Kansas City. The board requested that the wording in the third "whereas" be changed to read, "WHEREAS, The Music Library Association is non-exclusionary in its membership..." (i.e., change "inclusionary" to "non-exclusionary" in that section) if the resolution is presented; the roundtable should also prepare copies for distribution with the business meeting agenda. The board discussed whether the constitution and/or bylaws should state that MLA does not discriminate.

B. ASCAP license agreement. See VII.E.1.e.

C. UMI license agreement. The committee to which this issue was referred in June was not appointed. Ochs will appoint the committee and have them investigate the agreement (see XI.F., June 1993 minutes).

D. MLA Goals. Walker distributed budget analyses comparing income and expenditures by category. When the dues increase did not yield a positive balance in operating funds, Walker looked back and discovered that the previous dues increase was not the only source of surplus operating funds. It became clear that other areas, such as publications and the convention, contributed to the surplus and supported the operating budget during the scheduled period of budget deficits. Although the convention is budgeted to break even, whenever there is a convention budget surplus the convention attendees are subsidizing MLA programs because the surplus ends up in the operating budget reserve. The board needs to decide if this is what it really wants, whether an operating budget endowment is needed, what MLA's short-term fiscal goals are, and to figure out the long-term goals (fiscal and other) of the organization. To do this, the board's regular agenda will be addressed on Tuesday, March 1, 1994, from 2 pm until 10 pm. The board will discuss goals on Wednesday, March 3, from 9 am until 2 pm, and resume its regular agenda for the remaining time. This schedule was adopted so that incoming board members can get some exposure to board deliberations before the discussion of goals, and so that the discussion will take place when board members are relatively fresh. Ochs appointed an Ad Hoc Committee of the Board to Set the Agenda for the Board's Discussion of MLA's Goals (Cardell, Nuzzo, Ochs, Walker, and Roberts, chair). To enable the board to have the most fruitful discussion of goals, this group will provide documentation and prepare an outline which addresses the kinds of ideas and goals that MLA is after.

E. ACLS Membership. Nuzzo reported on her conversation with Ellen Koskoff, SEM secretary, regarding the benefits of membership in ACLS. The board reaffirmed its June 1993 decision to not join at this time.

XI. New Business.

A. Future annual meetings

1. 1998. The board considered an invitation from the librarians of the Boston Area Music Libraries and the New England Chapter to hold the annual conference in Boston in 1998. It was moved by Don L. Roberts, seconded, and unanimously carried that the board accept the invitation to meet in Boston in 1998, contingent on MLA's ability to conclude satisfactory hotel arrangements.

2. 1999. The board reviewed an invitation from the Southern California Chapter to hold the 1999 annual conference in the greater Los Angeles area. It was moved by Don L. Roberts, seconded, and unanimously carried that the board accept the invitation of the Southern California Chapter to hold the 1999 conference in the greater Los Angeles area, contingent on MLA's ability to conclude satisfactory hotel arrangements.

B. Future board meetings.

In Kansas City, the Finance Committee will meet on Monday, February 28, from 2 pm until 6 pm, and on Tuesday, March 1, from 9 am until noon. The full board is scheduled to meet on Tuesday from 2 pm until 10 pm, on Wednesday from 9 am until 5 pm, and on Sunday (March 6) from 9 am until noon.

C. Site Services. The board agreed that MLA does not presently need the services offered by this company, though it is nice to know that such conference planning companies exist.

XII. Adjournment. The board expressed its appreciation to Paula Matthews for splendid local arrangements for the board meeting and to Bates College for covering the cost of accommodations. A motion to adjourn carried unanimously.

Submitted by Nancy Nuzzo, Recording Secretary.

Appendix I. New policies adopted by the board.

Surplus operating budget funds will be called the Operating Budget Reserve. (III.D.)

The Vice-President/President-Elect or the President will be authorized to sign MLA accounts. (VII.C.2.b.)

The MLA President shall report to the board the formation or cessation of any appointed position or group, and the Parliamentarian shall add or delete the related handbook sections following the receipt of the board minutes. (VIII.B.1.)

On receiving committee charges from the President, the Parliamentarian will include only charges for long-term committees in the Handbook; all charges, including those for temporary committees, will be forwarded by the Parliamentarian to the Executive Secretary for inclusion in the Membership Handbook. (VIII.B.2.)

Appendix II. List of actions to be taken.

Action	By whom	By when
1. Ask accountant for recomm. size of Op. Bud. Reserve (III.D.)	Walker	3/94
2. Finalize list of areas of interest (IV.D.2.)	Board	June '94
3. Compile list of award winners (IV.D.2.)	Griscom	early '94
4. Send raw data to Matthews (IV.G.)	Griscom	soon
5. Ask Henderson to prepare form (VII.A.1.)	Griscom	soon
6. Check with Fiskens about hours (VII.C.3.a.)	Fry	soon
7. Ask 1994 Nom. Comm. to address geographic distr. (VII.D.1.)	Ochs	spring '94
8. Convey board comments to Fry (VII.E.1.)	Christensen	ASAP
9. Consult attorney (VII.E.1.e.)	Davis, Ochs	ASAP

10. Appoint program and local arr. chairs for 1996 (VII.E.3.) Ochs ASAP
11. Report board's discussion to Publ. Comm. (VII.F.2.) Griscom, Walker 3/94
12. Choose charges (VIII.B.3.) Hunter, Ochs 12/1/93
13. Find out if support will be requested (IX.A.) Cardell 3/94
14. Appoint committee (X.C.; 6/93: XI.F.) Ochs ASAP
15. Appoint group to examine the IAC contract (2/93: VII.A.6.d.(2)) Ochs yearly
16. Create Fiscal Policy Manual (2/93: VI.4.(3)) Cardell, Davis, Walker spring '94
17. Appoint Ad Hoc Committee (2/93: VI.4.(4)) Ochs ASAP
18. Invite editors to KC board meeting (2/93: VII.A.6.) Ochs early '94
19. Prepare agenda for business meeting (6/93: VII.D.2.a.iii.) Ochs, Nuzzo 5 March 1994
20. Ask J. Henderson to rearrange geographical section (6/93: VII.E.1.b.) Griscom Jan. 1994
21. Add headnote to Annual Reports re: comm. charges (6/93: VIII.A.) Tatian, Matthews Oct. 1994
22. Appoint working group (6/93: VIII.C.2.) Ochs ASAP