

# MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors  
Juilliard School, New York, NY, June 3-5, 1994

Friday, June 3: 2:00-6:00 pm; Saturday, June 4: 9:00 am - 6:15 pm; Sunday, June 5: 9:00 am - 12:20 pm.

Present: Elizabeth Davis, Richard Griscom, Jane Gottlieb (presiding Friday), David Hunter, Paula Matthews, Jerry McBride, Michael Ochs (absent Friday, presiding Saturday and Sunday), Diane Parr Walker, John Shepard, Laura Snyder (recording), Judy Tsou. Incoming Treasurer: James Cassaro

## I. Parliamentarian's Report. David Hunter.

A. The agenda was adopted with the addition of VIII.D. Report of the Search Committee for a new Technical Reports editor, and the changed order of section VII to A. Finance; B. Development; C. Education.

Hunter reported that he is considering options for future revision of the Handbook. A backlog of changes tends to build up, which then requires a massive effort to revise the handbook. There may be ways to streamline the procedure.

## II. Recording Secretary's Report. Laura Snyder.

A. The minutes of the meeting of 1-6 March 1994 (Kansas City) were approved with the following correction: VIII.C.1.c. change "49/2" to "49/1" in citation for Notes article.

## III. Treasurer's Report. Diane Parr Walker.

Walker distributed 1993/94 Fourth-Quarter-to-Date Reports including the Operating Budget, Supplemental Income, Endowment Accounts Accumulated Principal, Investment Accounts, Mutual Funds Activity, and Awards Budget reports.

### A. 1993/94 Operating Budget, Fourth-Quarter-to-Date.

1. As of May 30, 1994, income is at 83% of budget. The 1992/93 budget finished at 87%.

a. Dues are at 97% of the amount budgeted.

b. Sales are at 65% of budget, under the projection by \$54,349. Notes may come close to projection, but sales of the Cumulated MCB Index are still slow, and new titles

projected for the monographic series have not yet been published.

c. Advertising income for the Membership Handbook is starting to come in, but only 17% of the budgeted amount has been received so far. About \$2,300-worth of advertising was sold, some more of which is expected within this fiscal year. The original budgeted amount in this income line was \$5,500.

d. The convention income was \$60,053.75; expenses were \$49,465.25, for a surplus of \$10,588.50. These are probably the final figures.

e. The "Other Income" category (line 5.0) represents profits from the silent auction, in the amount of \$1,697.00.

2. Expenditures have reached 77% of the amount budgeted; the final figure in 1992/93 was 86% of budget.

a. 76% of the Management Services budget has been spent; this is lower than at this point in the last few fiscal years. Anticipated additional expenses include the final Academic Services bill for this fiscal year, officers' and board members' travel for the June board meeting, and a bill of \$5,446 from A-R for printing the Membership Handbook.

b. Program expenses are at 60%. The Bibliographic Control Committee plans to get requests for some of the June ALA travel in by the June 30 deadline for this fiscal year.

c. Expenditures for other member services are at 56% of budget. Additional expenditures may include ALA travel, publicity, and placement.

d. Publications expenses, at \$30,242.21, are at 80% of budget.

(1) The Index Series shows no expenses, offsetting the lack of income discussed earlier.

(2) 12 invoices have been paid for publication of the Music Cataloging Bulletin this year (May 1993-April 1994 issues); one more is anticipated before the end of the fiscal year, for a total of 13.

(3) Newsletter #97 expenses should come in before June 30, at ca. \$3,250.

(4) Notes: All printing bills for FY '93/94 have been paid, with an overage of \$4,044.48 for budget line 9.0681. In FY '92/93 the overage was \$7,556.70. Expenditures still expected include June honoraria and various editorial office reimbursements.

(5) The Technical Reports series may have additional expenditures for publications in progress.

3. Prediction. As of May 30, the operating budget balance was \$19,176.73. Ca. \$16,000-\$20,000 in additional expenses are anticipated, with little additional income predicted. The ending balance should be slightly on the positive side, as budgeted.

4. At the beginning of FY '93/94, the operating budget reserve was \$44,483.08. If the budget balances for this fiscal year, we will retain this amount of reserve.

B. Supplemental Income Report, Fourth-Quarter-to-Date.

1. A total of \$737.77 in royalties has been received, including \$647.87 from UMI for the microfilm backfile of Notes, and \$89.90 from Da Capo Press. Royalties for the latter are evenly divided between authors of prefaces for each volume and MLA. Three checks were sent this year to authors whose shares (from this year or a cumulation from previous years) totalled at least \$10.00.

2. Award Endowments.

a. The Duckles Fund campaign at the annual meeting resulted in \$3,300 in additional contributions.

3. Special Endowment Funds.

a. In addition to the \$1,000 added to Fund C early in the third quarter (reported at the last meeting), \$100 was contributed at the annual meeting.

b. The three Special Endowment Funds have been listed with the designations A, B, and C in the past to protect the anonymity of one donor. The names should continue to be kept confidential until the donors involved can be contacted to ask whether anonymity should be maintained. The Development Committee will probably be moving forward on clearer policies for this, as well as on the amount at which a donor can designate the use of funds. There is a lot of work to be done, but the Development Committee is now in a position to do it and should know the names of these donors for their purposes.

C. Endowment Account Accumulated Principal. Total is \$39,833.11. Breakdown:

1. Gerboth accumulated donations = \$15,208.00.
2. Duckles accumulated donations = \$17,525.11.
3. Special Endowments total = \$7,100.00.

D. Investment Account Reports.

1. Cash Investment Accounts (Money Markets)
  - a. Average interest rates during the third

quarter were: Calvert Money Market, 2.72%; Fidelity/Spartan, 2.88%; checking account, 1.74%.

b. \$5,240 was transferred by check from Calvert Money Market to the award endowment account (Calvert Managed Growth Fund). This represents the total additional contributions to award and special endowments received this fiscal year, which were deposited in cash accounts upon receipt.

2. Permanent Fund.

1. Value is currently ca. \$310,832.07.
2. The Pax World Fund account has been

closed.

3. The Parnassus Income Fund has been added.

E. Mutual Funds Activity Report. The following shares were added in each of the mutual fund accounts since the last report, either through direct purchase or as a result of the reinvestment of dividends:

Fund:	Shares:	Value:
Calvert Managed Growth Fund	11.709	\$350.46
Calvert Managed Growth Fund-- Awards Account	180.877	\$5,240.00
Parnassus Income Fund	10.441	\$312.51
Parnassus Income Fund	2224.86	\$37,822.62
Parnassus Income Fund	27.332	\$444.97
Total Value Added		\$43,858.05

F. Awards Budget.

1. One half of the interest earned on cash accounts currently equals \$1094.75, which will not equal the \$1,696.00 spent this year.

2. The endowment account could be tapped for the balance needed.

3. Walker recommends not tapping the endowment account, however, to allow it to accumulate toward the amount needed to fund next year's awards. The gap could be made up with additional earned interest on cash accounts.

G. Plans for transfer of Treasurer position.

1. Jim Cassaro will take over as Treasurer officially at the end of the Fall board meeting. The Board looks forward to one more excellent presentation by Walker.

2. The checking account did not move with the last change in treasurers. All communication has been by phone and mail. The Bank is very near the Academic Services office, and many transactions involve them, so that is convenient.

3. The accounting firm in Charlottesville will continue to provide service. They prepare tax reports and 1099

forms for honoraria. Everything is in their computers, and Cassaro should be able to work with them by phone. The set-up fee for moving to a new firm would probably be more costly than working long distance with the present firm. This will be re-evaluated after one year.

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

A. Administrative Structure. Copies of the latest version were distributed. Board members should review and notify Griscom of errors. Committee membership errors should be reported to with Michael Ochs. Griscom expressed concern about the accuracy of the list of Chapter Chairs. Changes in this list should be reported by the Vice President (Gottlieb), but this information is sometimes difficult to obtain and verify.

Matthews reported that some e-mail addresses have not been updated. She volunteered student employee time to check this list against the new Membership Handbook. Griscom will then verify changes against the MLA-L subscriber list. Committee chairs receive the Administrative Structure twice a year and should be asked to report errors and changes to Griscom. He will mention this in the cover letter to the next mailing. It was suggested later in discussion that the Administrative Structure should indicate dates when working groups were established.

B. Official calendar, 1994/95. A draft version was distributed. Board meeting dates may need revision. Adjustments were made (from last year's calendar) to accommodate the February annual meeting. The ballots will be sent out in a separate mailing again this year. This seems to yield a higher return rate.

#### C. Membership report.

A table was distributed showing numbers of members and subscribers in the various categories as of April 30, for each year from 1994 back to 1989. The grand total, at 2,564, is down 60 from last year. Our total number of subscribers, at 733, is down 11 from last year and 52 from two years ago. Our total number of members, at 1,831, is down 49 from last year; numbers are down or virtually unchanged in all categories except Retired. Since the fall 1993 board meeting, Academic Services has reported 108 new members, so, in reality, 157 members have lapsed to bring us down to these figures. Although the differences through the years have been fairly small, our total number of members during the past six years has never been lower than it is now. Gottlieb commented that this is a sobering report, but the Membership

Subcommittee is very active and well poised to address this decline.

D. MLABD-L. Any problems should be reported to Griscom.

E. Publications.

1. Brochures. There have been 34 requests for brochures since the Kansas City meeting. A few of these have been requests for large numbers of copies. Inserts for the red MLA brochure will need to be revised and reprinted; this is awaiting new prices in the Index Series. 1,500 copies of the red MLA brochure have been printed, at less expense than last time. There should now be a good supply of both brochures to last for awhile. We need to consider working on more active dissemination of these. Chapter chairs and the Membership Subcommittee are two possible groups to approach about this.

2. Membership Handbook. This was printed by A-R and is now out. Congratulations were offered to Griscom for the production of this excellent work. The estimated cost of printing was \$5,500, but the actual cost will definitely be higher than that. Adding an index for areas of specialization to future editions would require more programming and extra pages, and would increase the cost to \$9,000. Advertising income for the Membership Handbook also fell significantly short of the projected amount. This plan may need to be reconsidered. It was clear in the recent survey that the membership would like this added feature, but at what cost? The amount budgeted for next year does not include this extra index. We need to consider this question further for editions after that, perhaps re-surveying the membership in light of the costs involved. Jim Henderson intended to have the Geographic lists sub-arranged by institution in the new edition, but encountered problems. He will pursue this improvement in the future. Extra copies are available for sale; we may want to advertise them in some way.

3. MLA Handbook. 62 copies of the edition prepared by Beth Christensen were mailed out; about 10 are left. The Handbook is supposed to be passed on to successors when an office changes. No copies were mailed to chapter chairs, roundtable coordinators, or working group chairs. In the past the one relevant page has sometimes been sent to roundtable coordinators. Griscom will resume this practice in the late June mailing. He will also arrange to have an electronic version of the Handbook available on an Internet Gopher.

4. Directory of Music Librarianship Offerings.

The 5th edition will be out soon. The 4th edition continues to sell well.

5. Technical Reports. Several new Technical Reports volumes are on the way. Griscom received a report from Richard Smiraglia that the following titles either have been published or are in the final stages of production: TR #22, Collection Assessment in Music Libraries, edited by Jane Gottlieb; TR #23, Knowing the Score, compiled by Mark Roosa and Jane Gottlieb; and TR #24, World Music in Music Libraries, edited by Carl Rahkonen. TR #23 will be published jointly with ALCTS, which will buy 100 copies at cost to sell through its own channels. A total of 500 copies will be printed. Griscom has not received word on the status of the Robert Valentine thematic catalog that is to be issued in the Index and Bibliography Series.

F. Renewals and lapsed members. Last year it was decided by the Board that lapsed members would be dropped from the mailing list before the December mailing of Notes. Griscom reported that as a result, it cost \$600 in extra postage and handling to mail copies of the December issue to those who renewed late. This affected many European libraries who are on a calendar-year renewal cycle. Previously, the cut-off was before the March issue of Notes. Currently, the renewal notices are sent out in July, with two follow-up notices. In the past, a personal letter was also sometimes sent out by the MLA President. It was moved by Jerry McBride, and seconded, that the former deadline be reestablished for dropping of unpaid members from the Notes mailing list. The motion was later withdrawn when it was discovered that the previous recommended cutoff had been for individuals, not institutions. Griscom will look into what was actually done last year.

G. Campaigns. In mid-April, Griscom sent out 81 letters thanking recent Duckles fund contributors. There are now 86 letter-openers and 6 tote bags left. One of each has been sent to the MLA Archives.

H. Letterhead. 1,000 sheets have been printed and distributed as requested.

I. Mailing lists. There have been several recent instances of vendors apparently using the conference registration list as a mailing list. Since the complete membership list is available for sale, unauthorized use of the conference list should be discouraged. A statement on the registration list that it should not be used for mailings might help. Full addresses of

attendees may not be necessary in this list. It was moved by Jerry McBride, seconded, and unanimously carried that it be recommended to the Convention Manager that the conference attendee list not include addresses of registrants.

J. Corporate Membership. More need to be solicited for this category. Last year a letter was sent to selected institutional members inviting them to upgrade to Corporate membership. This was sent after the standard letter and renewal form had already sent, which caused some confusion. Procedures for this need to be revised. Perhaps a set renewal fee should not be printed on forms going to potential corporate members. The four current corporate members should be encouraged to renew at that level, and others should be encouraged to move to that level as well. After some discussion, it was agreed that the Working Group on Corporate Membership should work on a strategy for this mailing and renewal process. Griscom will contact Linda Solow Blotner (Development Committee chair) about this.

V. Vice President/President-Elect's Report. Jane Gottlieb.

A. Chapter liaison. The chapter chairs have been contacted, and reminded of the importance of working on membership outreach. She also sends new member information to the chapters as it is received from Griscom. She has not yet been able to attend any chapter meetings except for the Greater New York Chapter, but has heard about several of the recent chapter meetings. The Chesapeake Chapter is to be commended for its excellent new publication, Twentieth-Century Composers in the Chesapeake Region, compiled by Bonnie Hodges and Bonlyn Hall.

B. Chapter Grant requests. A yearly April 1st deadline for requests was set two years ago, but was not widely publicized this year. Two applications have come in very recently, both after the deadline. The board reviewed the request from the Southeastern Chapter for a grant of \$500 to cover the costs of printing and binding the third edition of A Directory of Music Collections in the Southeastern United States, submitted by Chapter Chair Robert Curtis, and the Midwest Chapter's request for \$1,200 to fund the second year of an exchange program between music librarians in the chapter, submitted by Chapter Chair Leslie Troutman. It was moved by Paula Matthews, seconded, and carried unanimously, that we accept the proposals and provide grants to the Southeastern Chapter, in the amount of \$500, and the Midwest Chapter, in the amount of \$1,200. In the course of discussion, the question was raised as to whether we should fund

repeat requests. Since so few requests were received in this round, it was agreed that the Midwest Chapter's request could be funded this year, but that Gottlieb should include in the approval notification letter a suggestion that the chapter may need to seek other funding sources in the future. We need to establish clear guidelines on what needs to be included in the application process. The idea of Chapter grants has deliberately been left loose; it is intended especially to help out struggling chapters. A letter of application with a proposed budget might be sufficient. The guidelines should also specify how MLA's support should be acknowledged. To publicize the chapter grant program for next year, Gottlieb will prepare a short article for the Newsletter, listing prior grants, and specifying application procedures and deadline. A draft letter to chapter chairs, including guidelines, will be presented for deliberation at the fall board meeting. The application deadline of April 1 is arbitrary; a deadline of six weeks before the spring board meeting would provide sufficient time for full consideration of the requests.

## VI. President's Report. Michael Ochs.

A. Recent activities. The President's column for the upcoming Newsletter outlines the restructuring of the Development Committee. Condolence letters have been sent to the widow of Sam Pogue, friend of MLA and head of the RILM-US governing board for a number of years, and to the family of June Gifford, catalog librarian at the Library of Congress. It was an honor to congratulate Nicolas Slonimsky on the occasion of his 100th birthday.

B. Administrative changes. The Roundtable on Subject Access to Contemporary Music has been renamed the Roundtable on Contemporary Music.

C. Future meetings. The confirmation has been signed for the Westin Hotel in Seattle for the week of February 5, 1996.

## VII. Standing Committees.

### A. Finance. Elizabeth Davis.

#### 1. Overages in 1993/94 operating budget.

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

overages:	6.09	Finance Committee	\$155.62
	6.10	Nominating Committee	\$16.95
	9.06	Notes	\$2500.00

2. 1994/95 operating budget.

a. The board unanimously approved the Finance Committee's recommendation that the Institutional membership rate be increased from \$71.00 to \$78.00, and that the Institutional subscriber rate be increased from \$65.00 to \$71.00.

This represents the remainder of an increase spread out over two years for the convenience of automated serials systems. This change will be in the cover letter for the June mailing, and Rick Jones has been notified.

b. The board unanimously approved the Finance Committee's recommendation that awards expenditures for fiscal year 1994/95 be maintained at the current rates, as shown on the awards budget report for fiscal year 1993/94.

c. Elizabeth Davis distributed the proposed FY 94/95 budget and highlighted particular areas of concern. A few revisions were discussed in the context of reports from committees and others.

(1). Advertising of MLA publications.

Rick Jones has requested substantial money for advertising new publications. The board reviewed the proposed plans. It was felt that direct mailings to some lists is not particularly cost-effective, and that we should not need to buy advertising space in journals with which we have exchange ad agreements. For future planning we need to know more about the cost-effectiveness of the advertising methods being used. It was suggested that the Publications Committee should have an Advertising Subcommittee. Particular concern has been raised about the slow sales of the MCB index. It was suggested that Ruth Henderson should ask Cathy Gerhart to place a box in future issues of the MCB itself, announcing availability of the index.

A large budget request was made for advertising the Notes index. It was suggested that costs could be cut by sending a direct mailing to just Institutional members and subscribers, not to personal members of MLA. The primary market for this publication is likely to be libraries. The publication will also be announced in the Newsletter. Exchange ads should be used as well. Elizabeth Davis will convey these suggestions back to Rick Jones.

(2). CNLIA membership. This organization is going downhill and many members are pulling out. Sherry Vellucci and Susan Sommer have both recommended that we drop our membership. It was moved by David Hunter, seconded, and carried unanimously that MLA withdraw from CNLIA. Section IV.E.3 will be removed from the Handbook, and line 8.02 will be removed from the budget.

(3). Convention budget. Several items that were formerly part of the main operating budget have been moved to the convention budget.

(4). US RILM Office. The budget amount has not increased in some time; this subsidy may need to be increased in the future.

(5). Membership Handbook. The budget amount is for a handbook without the index by areas of specialization. Griscom will send a note out on MLA-L asking for feedback on how much this enhancement would be worth to the membership; the board will discuss this further at the fall board meeting.

With the discussed revisions, the proposed budget projects a surplus of \$3,477.00. It was moved, seconded, and unanimously carried that the board approve the budget as

presented. The board thanked Fiscal Officer Elizabeth Davis, and the Finance Committee for their excellent work.

d. The board unanimously approved the Finance Committee's recommendation that the prices for the Notes index be set at \$30, list price; \$24 for MLA members.

## B. Development.

1. The board reviewed Linda Solow Blotner's report describing changes in the structure and membership of the Development Committee since the Kansas City meetings, and outlining accomplishments and plans of the Committee, the Membership Subcommittee, and the various working groups. One of the plans of the Membership Subcommittee is to reinvestigate the idea of a new membership category that would cost less and not include a subscription to Notes. No formal proposal has been made at this time; this question may need to be taken up in the self-study process. The Fund-raising Subcommittee has been dropped from the administrative structure. David Hunter will delete it from the Handbook as well.

2. Proposed Kevin Freeman Fund. Both California chapters are in favor of going ahead with the proposed Kevin Freeman Travel Grant Fund. Judy Tsou reported that there was lively discussion at the Northern California chapter meeting about how to raise funds. If possible, they would like to begin the fund-raising campaign in the early fall, to mark the first anniversary of Kevin's death. The chapter felt, however, that clearer guidelines are needed on what the fund will be used for before the fund-raising effort begins. The Working Group on Endowed Funds should bring a proposal to the board through the Development Committee; both California chapters should be involved in defining the parameters of the grant. The proposal presented in Mimi Tashiro's May 12, 1994 letter to Michael Ochs seems very good, and may just need fine tuning. The Development Committee would prefer to have the California chapters begin the fund-raising effort, with a national campaign evolving from this later, though the initial campaign would not be restricted to California gifts. The fund goal is \$10,000 to generate a yearly grant total of \$500. The board agreed that the California chapters could go ahead and begin fund-raising efforts before the details of the grant itself are settled.

3. Membership Subcommittee. The board reviewed the proposed script for a survey to be sent to lapsed MLA members, submitted by Suzanne Risley, subcommittee chair. The

introductory letter needs to have a warmer tone, inviting the person to rejoin MLA. A personal letter from the MLA President to lapsed members has been effective in the past. This practice should be reinstated. Dick Griscom will ask Jim Henderson to pull a list of lapsed members from the last six years, for review; a letter from Michael Ochs will go to those lapsed in the last three years. This could be mailed out after the regular renewal mailing, including the standard renewal form with an altered text. The proposed survey needs to ask for more information from lapsed members, such as how long they were members. The survey should be considered at a later time, in the context of the self study. Ochs will contact Suzanne Risley, thanking the subcommittee for putting this idea forward. Results of Ochs' letter to lapsed members will be reported to the subcommittee, and they will be asked to work on a follow-up.

It was also suggested that someone from the Membership Subcommittee should be added to the Working Group Surveying Music Library Personnel Characteristics. Linda Solow Blotner (chair of the Development Committee) and Charles Coldwell (chair of the Administration Committee) should work this out.

#### C. Education Committee.

The board reviewed the report submitted by Roberta Chodacki, chair, including a summary of survey results on the Copyright workshop presented at the Kansas City meeting, and four workshop proposals for the Atlanta meeting. The four topics presented were: 1) Copyright Law and the Music Library in the Age of Technology (a repeat of the successful workshop in Kansas City), 2) Music Conservation Workshop, 3) Jammin' on the INTERNET: Hands-On Training for Accessing Musical Resources, and 4) Management Skills. After lengthy discussion, it was moved by Jerry McBride, seconded, and carried unanimously that "Management Skills" be accepted as a pre-conference workshop, and "Jammin' on the INTERNET" be accepted as a half-day post-conference workshop if the facilities of Emory University can be used. It was noted that the projected costs for both of these workshops are rather high. For the Internet workshop, it was suggested that we may not need the services of the SOLINET trainer and should look for additional expertise within MLA if possible. The proposed Emory University site was strongly favored because it will accommodate more people at one time; Sunday morning would offer the advantage of faster Internet searching than on a weekday. The Copyright workshop could be repeated in a future year; perhaps a presenter with more music background could be identified for this. The

Preservation proposal is also a very good one and should be considered again for a future meeting. Considerable interest was expressed in offering this as a full-day rather than a half-day workshop, and including some limited hands-on experience. Michael Ochs will communicate these ideas back to the Education Committee.

Several budget issues were raised during the course of discussion. It has been the policy that workshops should at least pay for themselves, or even generate a surplus, but it is not clear how much surplus is appropriate. The issue of honoraria for presenters will also need to be studied further. The decision was made long ago that honoraria would not be paid to MLA members who gave presentations at MLA meetings; that has been carried over to workshops as well. Costs associated with bringing in outside presenters seem to vary quite a bit, and can be quite high.

The Education Committee was commended for a terrific job.

#### D. Program.

1. Preliminary Atlanta program schedule. The board reviewed the preliminary schedule submitted by Jean Purnell. Matthews will convey corrections and comments to Purnell.

2. Proposed program for Atlanta conference. The board reviewed Purnell's report and recommendations regarding the content of the program.

a. Plenary sessions. The board reviewed and discussed the tentative descriptions of a number of proposed plenary sessions, recommending plenary sessions on Thursday and Saturday mornings, as follows:

(1) "Fair Use, Music, and Technology".

Some concern was expressed that if attorneys are invited as speakers, they need to have a good music background. Suggestions will be conveyed back to the committee by Matthews.

(2) "How can U.S. Music Libraries and Music Librarians Assist Music Librarianship in Former-Soviet-Block and "Developing" Countries?". The board agreed that the scope of this session should be broadened to a more global vision, and include other aspects of outreach. The title also needs to be revised. Suggestions were made of other possible speakers and resource persons who might help to bring other aspects to this topic. Matthews will convey these suggestions back to the committee.

b. Ask MLA sessions. Eight possible topics were proposed by Roberta Chodacki and Lisa Redpath of the Education Committee. The descriptions were reviewed by the board and two were favored for inclusion: "Preservation Issues for Music Media Materials" and "New approaches to Bibliographic Instruction". It was suggested that the BI Subcommittee should be involved in planning the latter session.

c. Alternate site for sessions. Mention was made in Purnell's report of the possibility of having part of the main conference in one or more downtown Atlanta locations. The board strongly recommended not busing attendees to alternate locations for meetings.

d. Other. Concern was expressed that program titles are often not very descriptive of content, especially with new attendees unfamiliar with MLA. It might be possible to list the administrative structure in the program (to show committee/subcommittee relationships, for example) or to provide expanded titles in the program. We would also like to avoid too much content duplication among roundtables, committees, etc. Purnell should be encouraged to watch for possible duplication as program information comes in, and inform the respective groups. A "warm and fuzzy electronic hug" will be sent on the board's behalf by Matthews to Purnell for the excellent work that she and the committee have done so far.

#### E. Publications.

1. Policy for withdrawing publications from inventory. The board reviewed the recommendations of the committee, as submitted by Ruth Henderson, committee chair, incorporating minor changes in wording. It was moved, seconded, and carried unanimously that the policies be accepted as follows:

a. Notes and Newsletter: withdraw inventory after three years.

b. MCB: withdraw inventory after sales generated by each five-year index/cumulation.

c. Index series and Technical reports: Publications Committee recommends withdrawals of inventory to the board. It was noted that in practice, the Executive Secretary recommends reductions when necessary to keep storage costs down. This should be added to the Handbook.

2. Index to Notes. The committee has approved the printing of 1500 copies of the index, which is being prepared by Karen Little. Costs for this have been incorporated into the FY 1994/95 budget. It was moved by Jerry McBride, seconded, and

carried unanimously that an honorarium for this project be set at \$1,000, to be paid to Karen Little.

3. Publication schedules. The board discussed the importance of timely, professional publications which appear in accordance with the official MLA calendar. The board and the Publications Committee are working together to resolve these problems.

#### VIII. Reports of special committees.

A. Ad Hoc Committee to Study Roundtables. Copies of the committee's report were distributed. It was moved by Paula Matthews, seconded, and carried unanimously that discussion of this report be moved to the fall board meeting, and that the committee be warmly thanked for their exhaustive report.

B. MLA Self-Study Steering Committee. The steering committee will meet at Juilliard June 18-19. They have requested funding for three meetings in addition to Atlanta. Mary Davidson and Diane Parr Walker already met in Rochester recently for some brainstorming. They were joined by Ruth Watanabe, who chaired the previous self-study committee in 1975.

#### C. Resource Sharing and Collection Development.

The board reviewed the report submitted by chair Brad Short, and Elizabeth Davis highlighted activities on the committee's behalf. A Basic Music Library is currently being revised. It will represent Conspectus level three, and will include scores and sound recordings. Books and periodicals are covered elsewhere. The Scores section is virtually complete, and is now being keyed in. Keying for the recordings section will begin in July. It should be ready to submit to a publisher in the fall, possibly MLA, ALA, Libraries Unlimited, or other library publishers. ALA has the advantage of a wide distribution; many smaller libraries find this source useful.

The committee has also budgeted for a follow-up survey of standing order/approval plans for 20th century composers.

#### D. Search Committee for a new Technical Reports Editor.

The board reviewed the report submitted by search committee chair Lenore Coral. It was moved by David Hunter, and seconded that the board accept the search committee's recommendation that Sherry Vellucci be appointed the new editor of the Technical Reports series. Motion carried with 8 (eight) votes for, 0 (zero) against, and 1 (one) abstention. Discussion was inconclusive as to whether the board should or should not be

given information about the pool of candidates for a position. The Search Committee was thanked for recommending such a fine candidate for this position. The board also thanked Richard Smiraglia for his fine service to MLA as editor of the Technical Reports.

IX. Reports from representatives to other organizations and joint committees.

A. Joint Committee for the MLA Archives.

1. Archival copies of Duckles award books. The board reviewed the procedure proposed by Bonlyn Hall, joint committee chair, that the Awards Committee Chair request the publisher to send a copy of the award-winning book to the MLA Archives. During discussion it was clarified that the President, not the Awards Committee Chair, sends notification of the awards. The board recommended that the President send a letter to the recipient, with a copy to the publisher, and that the letter include the suggestion that a copy of the book be sent to the archives.

2. Revised Memorandum of Understanding. The board reviewed the document and proposed the following revisions:

(2) The Committee shall be composed of eight members ... and four shall represent the Music Library Association:

Chair [unchanged]

MLA President, [unchanged]

Two additional members

(6) Delete.

It was proposed that the MLA representation not be delineated further than this in this Memorandum, but that the Handbook could specify that one of the "two additional members" should be the Chair of the Oral History Subcommittee. It was moved by Judy Tsou, seconded, and carried unanimously that the revised document be sent back to the Joint Committee.

3. Interim Policy on Machine-Readable Records.

The board reviewed the interim policy submitted by Bruce Wilson on behalf of the Joint Committee. Problems with points of the document were discussed as follows:

a. Item no. 2. The Executive Secretary has been printing out all MLABD-L messages, and intends to send them to the archives at the end of his term.

b. Item no. 4. "Financial reports" should replace "Spread-sheets", since it is not really possible to print

the entire spread-sheet. Spread-sheets are kept on disk.

c. Item no. 6. MLA-L's relationship to MLA needs to be clarified before archival procedures can be established. Griscom and Hunter will bring a proposal to the fall board meeting.

Michael Ochs will communicate these problems back to Bruce Wilson, suggesting that Griscom and Walker be consulted on the relevant points.

## B. MPA/MOLA

1. Task Force on Music Publishers' Archives. The board reviewed the report submitted by Kent Underwood, task force coordinator, including the final draft of "Archival Guidelines for the Music Publishing Industry". The document will be submitted for publication in Notes in the near future. The board agreed that the Task Force has done a terrific job on these guidelines.

## C. NASM.

Jane Gottlieb distributed copies of the draft "Local Assessment of Music Libraries and Information Services: The Present and the Future", prepared by a joint committee of MLA and NASM. This was designed as a questionnaire, not an accreditation document. It is meant to be used as a tool for getting people to think about certain aspects of the future of music libraries. Accreditation standards for music libraries were not considered. This is an area that the self-study committee should look at. The NASM office will be handling editing and publication of the final document, which will be available to NASM members. Gottlieb will ask Samuel Hope (Executive Director, NASM) about the possibility of publicizing this and having it available to non-members as well. It was moved by David Hunter, seconded, and carried unanimously that the board approve the draft. The committee is warmly thanked for their excellent work.

## X. Roundtables.

A. Social Responsibilities Roundtable. The Board considered the roundtable's Resolution on Conference Site Contracts. It was moved by Jerry McBride, and seconded, that MLA will enter into conference site contracts only with jurisdictions that do not by law exclude groups from discrimination claims or condone discrimination at the time of contract negotiations. This was later amended by Paula Matthews, to read that The MLA Board, in response to the Resolution on Conference Site Contracts, as drafted by the Social Responsibilities Roundtable,

moves that MLA will enter into conference site contracts only with jurisdictions that do not by law exclude groups from discrimination claims or condone discrimination at the time of contract negotiations. Motion carried unanimously. Concern was expressed for determining whose responsibility it would be to ascertain compliance. It was agreed that this should become part of the meeting site proposal process for prospective local arrangements committees. Details will need to be worked out on how to accomplish this.

## XI. Special Officers.

### A. Reappointment.

Hunter pointed out that according to the Handbook (III.A.2), special officers' terms expire at the end of the annual meeting. Officers may be re-appointed, but may not serve more than four consecutive years. Problems need to be communicated to officers in a timely fashion so they can be resolved. Regarding section III.A.4 of the Handbook, procedures for special officers' reports also need to be revised. It was moved by David Hunter, seconded, and carried unanimously, that the board will evaluate special officers at the fall board meeting, and that annual reports will be submitted by those officers to the President by the date specified in the Calendar prior to the fall board meeting. Reports will record the year's activity and present plans for the following year. Special officers should present an interim report in person at the board meeting at the annual meeting. Special officers need to be notified that they will need to submit reports for the fall board meeting. Hunter will revise sections III.A.2. and III.A.4. of the Handbook accordingly.

### B. Publicity.

The board reviewed the report submitted by Richard E. Jones, Publicity Officer, including two proposals.

1. Special publicity for Opera Performance in Video Format. Jones has explored the possibility of placing this publication in gift shops of opera companies throughout the US. The board felt that this publication is now too old for this to be of much value.

2. Proposal to exhibit at ALA Midwinter meeting rather than at its Annual (Summer) meeting. MLA's table at ALA exhibits is often perceived as being too small, and poorly located for drawing much traffic. It might be more cost-effective to move to a larger table in a better location,

although this could double the cost. The exhibit should also be freshened up and updated frequently. The board wishes to wait on the proposal to exhibit only at ALA Midwinter, to put this decision in the context of long-range planning for recruitment and advertisement of publications.

XII. Old Business. None.

XIII. New Business.

A. Future board meetings.

It was moved by David Hunter, seconded, and carried unanimously that the fall board meeting be held in Portland, Maine, pending availability of suitable accommodations, and otherwise in New York City. [Note: The location was later changed to Ithaca, New York.] The dates have been set as September 22-25, with the Finance Committee beginning at 2:00 pm on Thursday, September 22, and the board meeting beginning at 2:00 pm on Friday, September 23.

XIV. Adjournment. Jane Gottlieb was warmly thanked for presiding at the Friday meeting, and for hosting the meeting at Juilliard. A motion to adjourn carried unanimously.

Submitted by Laura M. Snyder, Recording Secretary.

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Appendix I. New policies adopted by the board.

Former deadline (before March issue) reestablished for dropping of unpaid members from Notes mailing list. (IV.F.)

Recommend to Convention Manager that list of conference attendees not include mailing addresses of attendees. (IV.I.)

MLA will drop its membership in CNLIA. (VII.A.2.c.(2))

California chapters may begin fund-raising for fund of \$10,000 in memory of Kevin Freeman. Campaign will become a more national effort later. (VII.B.2.)

Policies for withdrawing publications from inventory established. (VII.E.1.)

The President's letter of notification to a Duckles Award recipient should be copied to the publisher of the winning book, and should suggest donation of a copy of the book to the MLA Archives. (IX.A.1.)

MLA will enter into site contracts only with jurisdictions that do not by law exclude groups from discrimination claims or condone discrimination at the time of contract negotiations. (X.A.)

Special officers will be evaluated at the fall board meeting. Annual reports of special officers should be submitted prior to that meeting, according to the date specified in the official calendar. Reports will record the year's activity and present plans for the following year. Special officers should present an interim report to the board at the annual meeting. (XI.A.)

(Appendix II, Actions, has been omitted from this file)