

# MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors  
Cornell University, Ithaca, NY, September 23-25, 1994

Friday, September 23: 2:00-6:15 pm; Saturday, September 24:  
9:00 am-7:15 pm; Sunday, September 25: 9:00 am-12:30 pm.  
Present: Elizabeth Davis, Richard Griscom, Jane Gottlieb, David  
Hunter, Paula Matthews, Jerry McBride, Michael Ochs (presiding),  
John Shepard, Laura Snyder (recording), Judy Tsou, Diane Parr  
Walker. Incoming Treasurer: James Cassaro.  
Guest: Joseph Fuchs (VII.B., VIII.C.1., VIII.E.1.).

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

A. The agenda was adopted with the addition of VIIa.  
Editors. A. Notes report from Dan Zager; IX.C.3. Subject  
Access Subcommittee report from Harriette Hemmasi; IX.E.  
Awards Committee. 1. Publications, report from Lenore Coral;  
IX.F. Ad hoc Nominating Committee of the Board of Directors for  
Special Awards; X.B. AMS/MLA Joint Committee on RISM, letter from  
John Roberts.

B. Handbook alterations. Hunter distributed a draft  
showing revisions to Handbook sections II.E.10., II.E.12.e.,  
II.F.15., III.A.2., V.H.3.c.(9), and V.H.3.c.(10); and deletion  
of III.A.4., IV.E.3., V.H.3.e. All of these changes resulted  
from motions that had passed at the two previous board meetings.  
It was moved, seconded, and carried unanimously that these  
handbook revisions be accepted as proposed. Hunter also  
proposed revisions to section II.E.13.c. which would enable  
the Parliamentarian to add and revise committee and subcommittee  
charges, clarify how the Parliamentarian submits revisions to the  
Board, clarify distribution of Handbook changes and errata, and  
move instructions concerning the machine-readable version of the  
Handbook from section II.F. (Executive Secretary) to II.E.13.c.  
During discussion it was further suggested that a sentence be  
added to the effect that Handbook revisions should be sent to the  
Executive Secretary in paper and electronic forms. It was moved  
by Jane Gottlieb, seconded, and carried unanimously that the  
Board approve the alterations to Handbook section II.E.13.c.  
submitted by the Parliamentarian, as revised.

## C. Relationship between MLA and MLA-L. Hunter

distributed a report on discussion amongst Ralph Papakhian, Dick Griscom, Mark McKnight (Chair of the Information Sharing Subcommittee of the Reference and Public Service Committee), subcommittee members, Leslie Troutman (Chair of the Reference and Public Service Committee), and Hunter. The report noted that the Board has not to this date formally endorsed the creation and maintenance of an unmoderated mail distribution list called MLA-L, although Papakhian was charged by the Board in February 1991 with establishing the MLA clearinghouse. On the recommendation of this report, it was moved by Hunter, seconded, and carried unanimously that the Board charge the Information Sharing Subcommittee to act as the MLA liaison for MLA-L, undertaking specific assignments such as reviewing files, as well as clarifying the relationship between MLA and MLA-L and the responsibilities of both parties. A preliminary report on the relationship and responsibilities should be presented to the Board at the spring 1995 meeting.

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

A. The minutes of the meeting of 3-5 June 1994 (New York, NY) were approved with the following corrections: page 2, III.A.1.e., change "profits" to "income"; page 4, IV.A., line 4, delete "with"; page 6, IV.F., line 6, replace "who" with "that"; page 7, IV.J., line 5, insert "been" before "sent"; page 13, VIII.C., paragraph 2, line 2, add hyphen to "20th-century"; page 15, IX.C., line 4, add "self-assessment" before "questionnaire"; page 15, IX.C., line 12, replace "this" with "the document".

B. Distribution and availability of minutes. Past practice has excluded most subcommittee chairs from the mailing of Board minutes. To improve communication, subcommittee chairs will now be included in that mailing. The Executive Secretary will explore the possibility of scanning old minutes to create electronic access to backfiles.

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

Walker distributed 1993/94 Year-end Reports including the Balance Sheet, Operating Budget Report, Supplemental Income Report, Endowment Accounts Report, Investment Accounts Report, Awards Budget Report, and Mutual Funds Activity Report; 1994/95 First-Quarter-to-Date Reports including the Operating Budget Report and Supplemental Income Report; and Operating Budget Reserve Report comparing Fiscal Year 87/88 through FY 93/94.

## A. Overview of Final 1993/94 Budget.

1. Summary: Operating Budget balance on 30 June 1994 was a positive balance of \$576.21, or \$323.21 more than the budgeted surplus of \$193.00. This year's budget performance was the closest to predicted outcome of any of the past four years.

2. Income. Operating Budget income reached 86% of the budgeted amount, compared to 87% in fiscal year 1992/93 and 89% in 1991/92 and 1990/91.

a. Dues were under prediction by \$652.19.

b. Sales came in at 71% of budget.

c. Convention balance at year end was \$10,658.75, which was 97% of budget; expenditures were only at 80%.

d. Placement income was at 94% of budget.

3. Expenditures. Operating Budget expenditures reached 86% of the budgeted amount, the same as 1992/93. This is compared to 92% in 1991/92, and 85% in 1990/91.

4. Supplemental Income. Total received was \$10,172.69.

a. Unrestricted contributions totalled \$663.00.

b. Gerboth Fund contributions totalled \$395.00.

c. Duckles Fund contributions totalled \$4,745.00.

5. Endowment Account Accumulations to June 30, 1994.

a. Gerboth Fund principal is now \$15,208.00.

b. Duckles Fund principal is now \$17,525.11.

c. Special Endowments principal is now \$7,100.00.

6. Investment Accounts.

a. Funds drawn from Money Market funds in the fourth quarter.

(1) Calvert:

(a) \$5,240 transferred to the Awards Endowment Fund (Calvert Managed Growth Fund Awards account) represents the cumulative amount donated to the awards and endowment funds during the fiscal year that had been deposited in the cash accounts upon receipt.

(b) \$11,300 was transferred to checking for cash needs during the fourth quarter.

(2) Fidelity:

(a) \$17,000 was transferred to checking for cash needs.

(b) \$2.00 check production fee.

b. The Awards Endowment Account is now at a value of \$42,460.51.

c. The Permanent Fund increased in value by

\$39,900.73. This includes \$30,000 in accumulated interest on the cash accounts transferred into the Permanent Fund in September 1993, and is in spite of the \$6,000 representing the Special Endowment Funds principal transferred from the Permanent Fund to the Awards Endowment Account, as decided by the Board.

7. Operating Budget Reserve.

a. With the addition of the \$576.21 balance from the 1993/94 operating budget, the total operating budget reserve funds stand at \$45,059.29.

B. 1994/95 First Quarter-to-Date.

1. Operating Budget.

a. Income is at 33%, compared to 35% in the first quarter of 1993/94.

b. Expenditures are at 18%. First quarter expenditures were 21% in 1993/94 and 16% in 1992/93.

2. Supplemental Income.

a. Donations received, primarily with dues renewals:

(1) Unrestricted gifts, \$466.00.

(2) Gerboth Fund, \$493.50.

(3) Duckles Fund, \$76.00.

(4) Permanent Fund, \$247.00.

C. Other.

1. 1993/94 financial reports to the IRS are in preparation with the accountant. Walker will mail them before September 30.

2. Income and Expenditure spreadsheet ledgers for Fiscal Year 1986/87 through 1993/94 have been printed for deposit with the MLA archives. The process required use of landscape and compressed-text printing on a laser printer. The 1993/94 ledgers will remain with the incoming Treasurer for the time being, along with the other financial files for 1993/94.

3. Transfer of Treasurer's office.

a. Six boxes of files and supplies were transferred from Charlottesville to Ithaca.

b. Two days of training have been completed.

c. The new Treasurer is ready to take over.

The Board warmly applauded Walker for her outstanding work, carried out with cheerful dispatch for the last four years.

IV. Executive Secretary's Report. Richard Griscom.

A. Administrative Structure. Griscom distributed the 1 September 1994 version to the Board. After the June meeting, 110

copies of the Official Calendar and Administrative Structure were distributed.

B. Membership. The renewal forms were mailed out early in July with the Membership Update Form. The second notice went out at the beginning of September. Also early in September, Jim Henderson sent to honorary and life members a personal mailing prepared by Ochs and Griscom. This mailing is made each year to offer the opportunity to participate as a contributor to the Association. So far, three of the four corporate members have renewed their membership. Twelve new memberships have been processed since the last Board meeting.

#### C. Publications.

1. Brochures. The University of Louisville printing office printed 1500 red "MLA" brochures, at considerable savings over a commercial printer. The publications portion of the insert is long out of date, but will not be reprinted until all three of the new Technical Reports are out and their prices have been set. Since the last Board meeting, Griscom has filled 31 requests for the green music librarianship brochure. About 1,000 of those brochures are left.

2. Membership Handbook. Typesetting, printing, and mailing of the 1994 Handbook was \$4,000 over budget. Griscom presented figures comparing costs for the 1993 and 1994 Handbooks. Although \$7,000 was spent on the 1993 Handbook, only \$5,500 was budgeted for the 1994 Handbook. Because of this error, an overage was unavoidable. In addition, about \$2,700 more was spent on printing because of the half-tone advertisements, the much higher page count, and the high-quality paper used by A-R. \$7,000 has been budgeted for the next Membership Handbook. Griscom hopes to avoid high printing costs by insisting on cheaper paper and a smaller font, which should bring the page count down considerably. He also plans to monitor the expenditures more closely, and will ask Jim Henderson to involve him in the bid negotiations. Griscom has no plans for further enhancements of content beyond the addition of information about MLA-L that many have requested. Five copies of the Handbook have been sold since the last Board meeting.

3. Library School Survey. Fifty copies of the fifth edition of Library School Offerings in Music Librarianship were printed recently. Four copies of the new edition have been sold so far.

4. Publications Annual Report. Griscom distributed the MLA Sales and Inventory Report for fiscal year 1993/94. The

Index and Bibliography series sold 30 units during the fiscal year, bringing in \$469.30. The Technical Reports series sold 243 units, bringing in \$4,658.58. Sales were concentrated on the five newest titles. 28 copies of Music Librarianship in America were sold; 134 remain on hand; MLA is still \$452 short of breaking even on that title. Sales of 119 copies of the Music Cataloging Decisions brought in \$2,576.00; nearly 170 remain. Sales of the MCB Index have improved, but plenty remain. Sales of 188 copies brought in \$3,614.49, leaving 616 copies unsold. The grand total for the year was 621 units, generating \$12,117.17 in sales.

5. New Publications. Three new publications have come out since the last Board meeting: Technical Report no. 22 (Collection Assessment in Music Libraries), Index and Bibliography series no. 27 (Valentine thematic catalog), and Technical Report no. 23 (Knowing the Score). Technical Report no. 24 has not yet appeared, due to problems which might require reprinting. The bulk of sales of Collection Assessment were in FY 1993/94, but 26 more copies have been sold since then, bringing in \$500. The Valentine catalog has sold 243 copies so far, producing \$6,000 in sales. The most recent of our publications, Knowing the Score, has sold 142 copies, for \$2,500.

6. MCB. Griscom has kept track of receipt of issues at the University of Louisville, and noted great improvement in the publication schedule, although it is not yet quite on schedule.

D. MLA Handbook. This was mounted on MLA-L's filelist and the Indiana University Gopher in mid-July. The Gopher version is a convenient way to work with the handbook.

E. Contributors. The annual renewal mailing has brought in \$1,230.50 including \$71 to the Duckles Fund, \$458.50 to the Gerboth Fund (including over \$400 donated in memory of Virginia Gifford), \$245 to the Permanent Fund, and \$456 in unrestricted donations.

F. MLA-L. See discussion under I.C.

G. Publication Problems. Several problems with recent publications were discussed, including budget overages and errors requiring either a reprinting or a separately mailed errata sheet. It was moved by Elizabeth Davis, seconded, and carried unanimously that the Executive Secretary be charged to investigate, and try to resolve, the immediate areas of concern regarding work performed by printers of MLA publications. Griscom plans to talk to each editor, compile a

report on recent problems with a copy to the printer, and renegotiate the contract if necessary.

H. College Music Society. CMS has recently asked whether MLA would consider either an exchange of mailing labels or a discounted price. MLA does not currently have a use for an exchange, but the Board agreed that a discount of \$.05 per label (dropping the price from \$.15 to \$.10) would be appropriate.

I. Lapsed members. The proposed letter to members lapsed in the last three years has not yet been sent. Ochs will do this, and Gottlieb volunteered to draft the letter.

Griscom was thanked profusely for his report.

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

A. Chapter liaison.

1. Chapter Grants. Gottlieb notified the Midwest and Southeast Chapters that their grants were approved, and received notes of thanks from both chapter chairs. The Southeast Chapter has been asked to acknowledge MLA in their publication. Gottlieb distributed to the Board copies of a proposed memorandum to chapter chairs outlining chapter grant guidelines. Accompanying the draft was a partial list of previous chapter grants. Snyder will complete the list from the backfiles of Board Minutes. Gottlieb will also write an article for the Newsletter about chapter grants.

2. Chapter meetings. Gottlieb will be attending the upcoming New England Chapter meeting in October. Many chapters meet in October, making it difficult for the Vice President to meet with more than one chapter.

3. Other chapter business. Gottlieb and Griscom were contacted recently by Ruth Henderson and Kathy Glennan (Chair of the Southern California Chapter), and asked whether a chapter needs permission to set up a gopher that provides access to MLA documents in electronic form. The Board agreed that this would not be a problem as long as the Executive Secretary of MLA is kept informed of what is included in the gopher.

Gottlieb was thanked for her excellent report.

VI. President's Report. Michael Ochs.

A. Correspondence. Ochs recently sent letters to corporate, life, and honorary members. Replies of particular interest were shared with the Board. A letter of thanks was received from Sarah Thomas of the Library of Congress, for the MLA response to LC's series authority query, prepared by Jennifer

Bowen and Judy Tsou.

B. Condolences. Ochs noted with great sadness the recent passing of Carleton Sprague Smith, founder of MLA and MLA President in 1936-38, and Neil Ratliff. He will write letters of condolence to both families. The Board observed a moment of silence in memory of both of these former MLA Board members. Both will be sadly missed.

C. Wydawnictwo Ars Nova proposal. The Board reviewed a letter forwarded by Dan Zager from Wydawnictwo Ars Nova. The publishing company is proposing to start a journal which would present articles on music translated into Polish. They are asking permission to use materials of their choice from Notes, among other journals, free of charge for this purpose. Discussion of this request led to the larger question of the status of copyright of feature articles in Notes. Copyright should reside with Notes, but there is currently no legal agreement with authors. This needs to be formalized. Permission would have to be secured from authors in order to allow translation of articles. The proposed project gives no indication of what control Ars Nova would have over the translations. It was moved by Elizabeth Davis, seconded, and carried unanimously that the Board authorize the President to respond to a request to translate articles from Notes with a letter indicating that in order to use material from Notes, the prospective publisher must first secure the author's permission, then make a specific request to the Notes editor, specifying the material to be published, and the number of copies to be published. A copy of Ochs's letter will be sent to the Subcommittee on Reproduction of MLA Publications.

## VII. Special Officers.

Ochs noted some problems concerning the due date for reports of special officers. The due date was listed in the Official Calendar, and the change of policy was recorded in the minutes of the June Board meeting, but may have been overlooked. Appointment letters in the future will alert officers to the fact that they should review Board minutes and the Official Calendar for information that may pertain to their work.

A. Advertising Manager. The Board reviewed the report submitted by Susan Dearborn, and accepted it with thanks.

B. Convention Manager.

1. New Orleans meeting. Joseph Fuchs reported that the convention bureau in New Orleans was dismayed that MLA was

considering moving the 1997 meeting to another city because of problems encountered in negotiations for a suitable hotel. As a result, the Hotel Inter-Continental New Orleans has now guaranteed a rate of \$128.00 single/\$148.00 double for January 29 through February 2, 1997. This is a higher cost than usual, but is less than might have been expected during the height of the New Orleans tourist season, and is offset somewhat by comparatively low taxes. Fuchs recommends that MLA not try to negotiate this rate any further. The contract must be signed by October 31, 1994; Fuchs is planning a site visit on October 17. The Hotel Inter-Continental is a modern hotel located a few blocks from the French Quarter, and close to the River Walk. The proposed meeting dates are during Carnival season, but 1 1/2 to 2 weeks before Mardi Gras. They also will not conflict with the ALA Midwinter meeting. It was moved by Paula Matthews, seconded, and carried unanimously that the Board accept the arrangement with the Hotel Inter-Continental New Orleans for the 1997 meeting, contingent on the Convention Manager's approval upon site visit and satisfactory negotiation of the contract.

The Board agreed that Fuchs deserves an extra measure of thanks for managing to arrange a suitable location for the New Orleans meeting.

2. Designated air carrier for conventions. Fuchs asked whether MLA has ever looked into designating an air carrier, for a discount on airfares. Delta Airlines is willing to offer a 5% discount for air travel to the Atlanta meeting, and would give MLA a free round trip coach fare for every 40 people flying on this program. Those attending the meeting could save money on airfare, and MLA could use the free travel in various ways. Registration materials for the Atlanta meeting would need to identify Delta Airlines as the designated carrier. It was moved by Elizabeth Davis, seconded, and carried unanimously that the Convention Manager be encouraged to investigate and arrange for an officially designated airline for the convention.

3. Documents relating to Convention Manager's office. Fuchs needs to see all documents that relate to MLA conventions, such as the recent report of the Ad Hoc Committee to Study Roundtables, and the Assistant Convention Manager's report. The Board agreed that this is important. Provision of relevant documents to the Convention Manager will be added to the duties of the Reports Gatherer.

4. 1993/94 Annual Report. The Board reviewed and

accepted the report submitted by Fuchs.

The Board thanked and applauded Fuchs for his excellent work on the upcoming Atlanta meeting, as well as his successful negotiations thus far for the New Orleans meeting.

C. Assistant Convention Manager. The report submitted by Ned Quist was reviewed by the Board and accepted with thanks.

D. Placement Officer.

1. Report on Placement Service. The report submitted by Elisabeth Rebman was reviewed by the Board. Rebman raised the question of whether the Job List should be distributed electronically. During discussion it was noted that many job notices are already posted on MLA-L. Electronic posting of the monthly List might reduce the number of Job List subscribers somewhat, but would not obviate the need for the paper version. The Board concluded that Rebman should be invited to make a formal proposal of this idea.

The report also addressed the question of how to answer requests for salary data, since this information is not currently collected by the Placement Officer. It was moved by Paula Matthews, seconded, and carried unanimously that the President charge the Chair of the Administration Committee to assign the appropriate subcommittee or working group to compile data on salaries of music librarians in consultation with the Placement Officer and the Chair of the MLA Self-Study Steering Committee.

Rebman was thanked for her fine report and for the smooth transition in Placement Service operations.

2. Mentoring Program. The Board reviewed the reports submitted by Patricia Fiskens and Paula Matthews. The MLA mentoring program was begun on a trial basis in 1990, but had never been formally established as a permanent program. The Board agreed during discussion that this program has been a rousing success. It was moved by Jerry McBride, seconded, and carried unanimously that the Board enthusiastically endorse the MLA Mentoring Program, and recommend that it become a permanent responsibility of the Placement Officer. Matthews will inform Rebman of this decision.

E. Publicity Officer. The Board thanked Richard Jones for his report. The recommendations in that report will be taken under consideration when a new Publicity Officer is selected.

F. Reappointment of Special Officers.

1. Advertising Manager. It was moved by Paula Matthews, seconded, and carried unanimously that Susan

Dearborn be reappointed as Advertising Manager of MLA. The Board thanks her for the wonderful job she is doing, and is delighted to reappoint her to this position.

2. Placement Officer. It was moved by Paula Matthews, seconded, and carried unanimously that Elisabeth Rebman be reappointed as Placement Officer. Rebman was thanked for her excellent work so far in this position.

3. Executive Secretary. It was moved by Jerry McBride, seconded, and carried unanimously that Richard Griscom be reappointed as Executive Secretary. Griscom was thanked for his outstanding work. It was noted that this will be the final reappointment for Griscom because of the term limit of four years.

4. Searches for new officers. The terms of the Publicity Officer and the Assistant Convention Manager will expire at the end of the Atlanta meeting. Ochs will appoint search committees for both of these positions. He noted that the Convention Manager/Assistant Convention Manager serves in a pre-determined 4-year cycle, while the other Special Officers may serve up to four consecutive years. In the case of the Advertising Officer, the 4-year term limit might be detrimental, since business relationships developed with advertisers may be important to maintain. However, it is also important to provide opportunities for many MLA members to participate actively. The issue of term limits was deferred as it may become part of the self-study process.

#### VIIa. Editors.

A. Notes. The Board reviewed the report submitted by Dan Zager, and thanked him for his excellent work as editor of Notes.

B. Other. Ochs noted that no other editors' reports were received. As specified in section V.H.7.b. of the Handbook, editors are mandated to submit written reports to each MLA Board meeting.

The policy on Board review of questionnaires was also discussed. The Board should review surveys from all MLA constituents before distribution. Hunter will revise the language of MLA Handbook section V.G. to clarify this policy.

#### VIII. Reports of Standing Committees.

##### A. Development.

The Board reviewed the report of Linda Solow Blotner, chair.

1. Membership Subcommittee. The Board was pleased with the energy of the Subcommittee. In light of the current work of the Self-Study Steering Committee, it was felt that the Membership Subcommittee should focus its efforts more on liaison and outreach rather than on exploring additional categories of membership or surveying non-members regarding their perceptions of the organization.

2. Working Group on Corporate Membership. Letters have been sent to 11 institutional and 7 individual members encouraging them to upgrade to the corporate membership level. A number of other potential corporate members are not now MLA members at all. They should be encouraged to join at some level of membership. The working group was thanked for their excellent efforts and encouraged to continue this important effort.

3. Working Group on Major Gifts. The Board reviewed the working group's report, thanking them for their efforts and encouraging them to continue their work.

4. Working Group on Endowed Funds. The Board reviewed and discussed the interim report submitted by John Tanno, Chair.

The Freeman Fund campaign needs to move forward. The Board encouraged the California Chapters to proceed with fund raising, including a table at the Atlanta meeting, in cooperation with the Development Committee and the Working Group on Endowed Funds.

B. Education. The Board reviewed the report submitted by Roberta Chodacki, Chair. The Committee was commended for completing the fifth edition of Library School Offerings in Music Librarianship. Plans for the pre-conference workshop "Leadership Skills in the Music Library" were reviewed. The proposed new plan for the lottery looks very good. The Committee and its Chair were thanked for their excellent work.

C. Finance. Elizabeth Davis.

1. Convention Budget. Davis distributed copies of the proposed Convention Budget.

a. New lines and special expenses. Lines 10.01841 and 10.01842 represent meals that have been moved from the Operating Budget to the Convention Budget. Line 10.0123 (Program Equipment) is set at \$6,500. At least half of that is for computer equipment, for presentations and for Internet access in the exhibit area. Requests for computer equipment at meetings is increasing. Use of computers in programs will be scheduled back-to-back where possible to save on costs. Regarding line

10.0121, Davis reported that some requests for travel funds for speakers have been denied by the Finance Committee. Matthews will communicate these changes to Purnell. According to previously established Board policy (see Minutes of June 12, 1992, p. 12), MLA pays only honoraria, not travel expenses, for outside speakers at non-plenary sessions. Line 10.0137 provides funds for a computer at the registration desk, as requested by the Local Arrangements Committee. The suggestion will be made that perhaps a laptop computer could be used for this purpose.

b. Banquet. The proposed menu for the banquet, at \$50-\$55 per person, was felt to be too expensive. The Committee and the Board agreed that a simpler menu would be acceptable.

c. Budget strategy. It was noted that the convention registration fee only covers about half of convention costs. The rest comes from exhibitors' fees, etc. Budget figures were based on an estimated 400 regular and 20 student attendees, the same planning figures that have been used for the past several years. Exact figures from past meetings have not been routinely reported back to the Convention Manager. A statistical compilation of conference attendance information would be helpful for future planning. It was moved by Jane Gottlieb, seconded, and carried unanimously that the Convention Manager be requested to maintain statistics on the numbers of conference attendees, exhibitors, etc., and relay this to the Board on an annual basis. It was later noted that this information is already supposed to be reported to the Program Chair and the Local Arrangements Chair, according to Section III.B.1.4 of the MLA Handbook. This will be incorporated into the Convention Manager's Manual.

d. Plenary Sessions. There was considerable discussion concerning the unusually high budget request for the second plenary session, which had not been anticipated. The Board agreed that plenary session proposals should include budget recommendations early in the process so that costs can be considered along with programmatic content. It was moved by David Hunter, seconded, and carried unanimously that preliminary proposals for plenary sessions should be accompanied by a budget outline. In the past, plenary sessions were usually discussed at the Board meeting of the prior annual meeting, and finalized by the June Board meeting. The Program portion of the Convention Manual reflects this, but needs to be updated to add the requirement of a budget outline.

e. Budget Approval. It was moved by David Hunter, and seconded that the Board approve the 1995 pre-conference and convention budget based on the following fee structure:

Registration:

Early (postmarked before 1/4/95)	\$80.00
Student or Single Day	\$40.00
Regular (after 1/4/95)	\$95.00
Extra banquet tickets	\$40.00
Exhibit Table	\$350.00
(additional \$25-\$50, floor display)	

Program ads:

Full page	\$125.00
Half page	\$75.00

Pre-Conference Registration \$80.00

Motion carried with 8 (eight) votes for, 0 (zero) against, and 1 (one) abstention. Both the minimum and the maximum registration for the pre-conference is 40 participants.

2. Overages in 1993/94 operating budget. The Board unanimously approved the Finance Committee's recommendation for approval of the following overages:

6.02	Executive Secretary	\$3,538.82
6.03	Treasurer	\$246.80
9.04	Newsletter	\$152.91

3. Corporate Resolution. The Board unanimously approved the Finance Committee's recommendation that the incoming Treasurer, James Cassaro, and Vice President/President, Jane Gottlieb, be authorized to maintain MLA's financial accounts and conduct financial transactions on MLA's accounts with US Trust, Fidelity Investments, the Calvert Group, and the Parnassus Fund.

4. Audit Committee. The audit was conducted by Assistant Fiscal Officer Jerry McBride, Incoming President Jane Gottlieb, and MLA member Lenore Coral, from 8:00 to 8:30 a.m. Thursday, September 22, 1994. The committee reviewed a random selection of transactions from income line 4.0 (Placement Service), and the travel receipts for expenditures line 7.03 (Bibliographic Control Committee) in each quarter where there was activity. They worked from the Treasurer's paper ledgers, which were very clear. Everything was found to be in order.

5. US RISM proposal. See X.B.

6. Report from Ad Hoc Committee on Pricing Structure

for MLA Publications. The Board unanimously approved the Finance Committee's recommendation to accept the pricing structure presented by the Ad Hoc Committee on Pricing Structure for MLA Publications, as follows: The Editor totals the direct cost, which includes advertising, production, and possible author's honorarium; multiplies by 2.5 and divides by the number of copies printed to determine a benchmark price. The editor takes this price to the chair of the Publications Committee, and any non-formula factors, for example market potential, are factored in to set the final price. The Committee further recommends that this be established on a 2-year trial basis. The chair of the committee will present this to the two series editors and the chair of the Publications Committee for their input. Currently no honoraria are paid to authors. A proposal to change this policy would need to come from the Publications Committee.

7. Accounting system. Davis raised the question of whether there are other accounting systems available which would help the organization to focus more on the positive side of expenditures as representing the vitality of MLA. It is difficult to avoid bad feelings connected with the veto of programs due to financial considerations. There may be no way around this problem.

Davis was thanked for her fine work as Fiscal Officer.

#### D. Nominating.

1. 1994 slate. It was moved by Jerry McBride, seconded, and carried unanimously that the Board accept the Nominating Committee's recommendations for the 1994 slate of Members-at-Large. The Committee was thanked for its excellent report, including its recommendations, which will be passed on to the next Nominating Committee.

2. Citation. It was moved by David Hunter, and seconded, that the Board accept the Nominating Committee's recommendation for an MLA citation. Motion defeated with 0 (zero) votes for, 8 (eight) votes against, and 1 (one) abstaining vote.

#### E. Program.

1. 1995 Program. The Board examined the preliminary program schedule submitted by Jean Purnell. Paula Matthews will convey conflicts and questions about specific schedule items to Purnell. Matthews will also ask Purnell to clarify the use of the "bold" designation in the listing. Distinctions need to be clear, and program content should be listed where possible in the final program.

a. It was noted that MLA Registration is scheduled for 8-10 am, and 2-10 pm on Wednesday, February 8. The period from 10 am to 2 pm is a very busy time, and the registration desk should be open then to handle questions. The Local Arrangements Committee will be asked to expand these hours.

b. Purnell reported that she was able to accommodate the small number of groups who requested 2-hour meetings, or more than two meetings. Most requests did conform to the new meeting time limits.

c. Local Arrangements reception. The Local Arrangements Committee had wanted to hold the reception at the Atlanta Public Library, which would require bus service. This proved to be too costly, so the Committee has agreed to a reception in or near the hotel instead. The hotel has a very nice garden area for this purpose. This would also work better for scheduling, since several meetings run until 6 pm on that day. Joe Fuchs suggested that tours to downtown Atlanta could be offered during the conference instead.

d. Transportation at conferences. Fuchs also mentioned that the Local Arrangements Committee for the Seattle meeting would like to have a concert and reception at the University of Washington, which would also require busing. School buses would be a cheaper option, and food costs for the reception might be trimmed. Tsou commented that at the San Francisco meeting, many used public transportation, making bus use difficult to predict. Busing should not be ruled out as a possibility for all meetings. Much depends on the local situation, distances, etc.

e. Plenary Session II. See also discussion under VIII.C.1.d. The Board expressed considerable concern about the high cost of bringing a speaker from Eastern Europe, and possibly from Central America for this session. Several possible alternatives were suggested, but in the end it seemed appropriate to leave the final planning for the session in the capable hands of the session chair and the program chair.

Purnell and the Program Committee were thanked for their hard work on the program for the Atlanta meeting.

2. 1996 Program. The Board discussed the preliminary program proposals outlined in the report submitted by Jim Farrington.

a. Plenary sessions. The Board agreed that the first topic, on Interactive Media, is a good idea. This could be an expensive session, if live demonstrations are incorporated.

Outside funding alternatives should be explored. Matthews will pass on suggestions for additional speakers. The third topic listed, on music in Seattle or the Northwest, is also a good idea and should be developed. The Board agreed that there should also be a plenary session to present the report of the MLA Self-Study Steering Committee. Another proposed topic, on fund-raising, would be good as an Ask MLA session.

b. Scheduling. The Board agreed with Farrington's suggestion that User Group meetings be moved from Thursday evening to another time, if possible.

Farrington was thanked enthusiastically for his report.

3. Honorarium Policy. The board reviewed documentation submitted by the Preservation Committee, of other organizations' policies regarding payment of honoraria to members for the presentation of workshops. Matthews also reported on her informal survey of ALA affiliates on this question. SAA does pay honoraria to members, but many organizations do not. A clear distinction needs to be made between workshops and plenary sessions. A motion that payment of honoraria, lodging, and per diem be allowed to members who are presenters at workshops was later withdrawn. Concern was raised during discussion that the effect of this proposed policy change on the costs of workshops is not known. John Shepard will ask the Education Committee to look at programs and budgets of workshops for the last decade. Shepard will report back to the Board at their next meeting.

F. Publications. The Board discussed the report submitted by Ruth Henderson, chair.

1. Proposed Advertising Subcommittee. Ochs will discuss this with Henderson.

2. Timeliness of publications. Griscom will convey his findings to Ruth Henderson, as outlined in his report to the Board.

Henderson was thanked for her report.

## IX. Reports of Special Committees.

A. Ad Hoc Committee to Revise the Convention Manual. The Board reviewed the report submitted by Christine Hoffman, Chair. Matthews reported on some excellent recommendations for the manual made by Joe Fuchs, Convention Manager. It was moved by Paula Matthews, seconded, and carried unanimously that the Assistant Convention Manager be charged with keeping the

Convention Manual updated and revised. Fuchs has offered to coordinate the current revision of the manual; future revisions will become the responsibility of the Assistant Convention Manager. Fuchs was thanked for his excellent suggestions, and his willingness to take on this project.

B. Ad Hoc Committee to Study Roundtables. The Board reviewed and discussed the final report of the committee, submitted by Mickey Koth, chair. In response to the 16 recommendations of that report, the Board:

1. Agreed that the number of roundtables should not be limited.
2. Agreed that the length of meeting time for roundtables should be limited to one and one-half hours.
3. Agreed that fixed time slots should not be established for roundtables.
4. Agreed that new coordinators should be recommended by the roundtables to the MLA President for approval.
5. Increased to six the number of letters needed to both establish and renew a roundtable. (See motion, below.)
6. Established a minimum attendance policy for roundtables. (See motion, below.)
7. Agreed that the MLA Handbook as it stands, with amendments discussed under other points, should cover roundtables sufficiently. Roundtables do not have a membership, only participants. Roundtable coordinators will be required to submit brief annual reports to the Board. (See motion, below.)
8. Agreed that the matter of size of a roundtable is problematic, but could offer no solutions.
9. Appointed a board member to act as liaison between the Board and the roundtable coordinators. (See motion, below.)
10. Agreed that the content and format of roundtables should be left up to the roundtable coordinators, but that they should be encouraged to contribute ideas to the Program Committee for plenary sessions, rather than concentrating programmatic activity at the roundtable level. One suggestion was to have programmatic sessions in roundtables every other year. Roundtable activities sometimes also overlap committee work. More reporting of activities to the Board should help to alleviate this problem. Roundtables should not include formal projects. (See motion, below.)
11. Agreed that publicity for roundtable programs should be left up to the coordinators, but they should be strongly encouraged to submit program topics and speakers to the

Program Chair for inclusion in the MLA program. The liaison will convey this in meetings with the coordinators.

12. Has already changed the name of the Subject Access to Contemporary Music Roundtable.

13. Agreed that the issue of how roundtables are retired should now be covered by other provisions such as the attendance requirement.

14. Clarified the annual reporting of roundtable coordinators. (See motion, below.)

15. Agreed that communication between roundtables and committees should improve with better reporting and a Board liaison for roundtable coordinators.

16. Agreed that the Ad Hoc Committee should be encouraged to publish an article in the Newsletter after the Board response has been communicated back to the Committee.

It was moved by David Hunter, seconded, and carried unanimously that: 1) the number of letters required to both establish and renew a roundtable be increased to six (Handbook VII.A.); 2) if a roundtable fails to have a minimum attendance of 10 for two consecutive years, that roundtable shall be retired; 3) roundtables are assemblies of members of the Association that convene at the Association's annual meeting (VII, heading); 4) roundtable activities should not include formal projects. A roundtable coordinator must consult with the Board to ensure that any project is consistent with the goals and programs of the Association (VII.D.); 5) annual reports from roundtable coordinators are submitted to the Board and should summarize the content of meetings, the attendance, and plans for future meetings and activities (VII.E.); 6) the Board member with assistant report gathering responsibility will act as the liaison between the Board and the roundtable coordinators, and will schedule a meeting with coordinators (II.E.10.a); 7) responsibility for maintaining the activity roster be transferred from Report-Gatherer to Assistant Parliamentarian (II.E.10.b., II.E.13.a).

### C. Bibliographic Control Committee.

1. Authorities Subcommittee. Joan Schuitema, chair, serves as MLA's liaison to the LITA/ALCTS CCS Authority Control in the Online Environment Interest Group (ACIG), and Past Chair of that group. The Board reviewed and acknowledged her report on the ACIG program held during the ALA Annual Meeting in Miami Beach, entitled "Artificial Intelligence and Authority Control:

Together at Last?"

2. Subcommittee on Descriptive Cataloging. Philip Schreur, chair, serves as MLA's liaison to CC:DA, and submitted a report on CC:DA meetings held in Miami Beach.

3. Subject Access Subcommittee. Harriette Hemmasi, chair, submitted a report on meetings of the Subject Analysis Committee of ALCTS CCS in Miami Beach.

The Board expressed appreciation for all of these thorough reports.

D. MLA Self-Study Steering Committee. The Board discussed the report submitted by Mary Wallace Davidson, Chair. The report included a rough draft of a proposed questionnaire to be used to survey the MLA membership. The Committee plans to have the questionnaire refined, administered, and analyzed by Indiana University's Institute of Social Research, Center for Survey Research. Outside funding is being sought for this project. Board members were encouraged to communicate any specific suggestions on the draft questionnaire to a member of the Committee. The final questionnaire will not necessarily come back to the Board for approval, since professionals will be hired to refine the survey instrument. It was moved by Elizabeth Davis, seconded, and carried unanimously that the Board accept the report of the MLA Self-Study Steering Committee, and approve the recommendations in it. The Committee was commended for its excellent work so far.

E. MLA Publication Awards Committee. The Board reviewed the nominations submitted by Lenore Coral, Chair.

1. Vincent H. Duckles Award. It was moved, seconded, and carried unanimously that the Board accept the nomination of the Awards Committee for the Vincent H. Duckles Award.

2. Eva Judd O'Meara Award. It was moved, seconded, and carried unanimously that the Board accept the nomination of the Awards Committee for the Eva Judd O'Meara Award.

3. Richard S. Hill Award. It was moved, seconded, and carried unanimously that the Board accept the nomination of the Awards Committee for the Richard S. Hill Award. Ochs absented himself from discussion and voting on these awards. Award recipients will be announced at the 1995 MLA Business Meeting in Atlanta.

F. Ad Hoc Nominating Committee of the Board of Directors for the Special Achievement Award. The Special Achievement Award is given for distinguished service over a limited time. It was

moved by David Hunter, seconded, and carried unanimously that the Board approve the Ad Hoc Committee's recommendation concerning the Special Achievement Award.

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

A. American Library Association. The Board reviewed the report submitted by Paula Matthews, MLA's representative to ALA. During the discussion, Matthews highlighted Jim Cassaro's excellent contribution to the panel presentation at the program jointly sponsored by MLA and the Dance Librarians Committee of ACRL-ARTS section. She was pleased to see that the Dance librarians are becoming a more organized group.

Matthews also noted that materials in the MLA display looked worn and need to be replaced. The newest MLA Handbook was also lacking. Ochs will contact Jones to ask for updating of future displays.

The Board thanked Matthews for her excellent report.

B. AMS/MLA Joint Committee on RISM. The Board reviewed the letter from John Roberts, Chair of the Joint Committee, requesting monetary support for the U.S. RISM Manuscript Project in the amount of \$1,250 for the remainder of the current fiscal year, and \$2,500 annually in the future. The Board unanimously approved the Finance Committee's recommendation to support the request submitted for the current year, in the amount of \$1,250, but contingent upon an equal or greater amount being submitted by AMS. MLA would need to consider funding for future years at a later time. Ochs is planning to write a letter of support for the RISM project. The financial support of MLA would strengthen this. Davis raised the question of report requirements for organizations which are given support by MLA. In this case, the Joint Committee would routinely submit an annual report, to be collected by the Report-Gatherer.

C. National Association of Schools of Music. Jane Gottlieb reported that the final report is being edited, and copies should be available quite soon. The document will be made available to non-members of NASM through the NASM office, and extra copies will be printed for this purpose. A publication notice will be placed in the MLA Newsletter.

XI. Old Business. None.

XII. New Business.

A. Clarification of Administrative Structure. Hunter commented that the Music OCLC Users Group contact person seems to be incorrectly placed in the Administrative Structure, and asked for clarification. Hunter and Griscom will look into this.

B. Future Board meetings. In Atlanta, the Finance Committee will meet Monday, February 6, from 2 pm until 6 pm, and on Tuesday, February 7, from 9 am until noon. The full Board is scheduled to meet on Tuesday from 2 pm until 10 pm, on Wednesday, February 8, from 9 am until 5 pm, and on Sunday, February 12, from 9 am until noon.

Board members were asked to reserve the first two weekends of June, 1995 as possible dates for the spring meeting. One of those weekends will be chosen, and the final schedule set, at the Atlanta meeting.

XIII. Adjournment. The Board expressed its appreciation to Jim Cassaro for the excellent local arrangements for their meeting. A motion to adjourn carried unanimously.

Appendix I. New policies adopted by the Board.

Procedures for revising Handbook changed and clarified. (I.B.)

Information Sharing Subcommittee of Reference and Public Service Committee is charged to act as MLA liaison for MLA-L, and to submit preliminary report on relationship between MLA and MLA-L for spring 1995 meeting. (I.C.)

Mailing list for distribution of Board Minutes will be expanded to include all subcommittee chairs. (II.B.)

MLA will offer mailing labels to College Music Society at a discount price. (IV.H.)

Chapters of MLA do not need permission to set up a gopher that provides access to MLA documents in electronic form, but Executive Secretary of MLA should be informed of what is included in the gopher. (V.A.3.)

Prospective translator of articles from Notes must first secure permission of individual author, then make specific request to Notes editor. (VI.C.)

Future appointment letters to special officers will alert those officers to review Board minutes and the Official Calendar. (VII.)

The Convention Manager is encouraged to investigate and arrange for a designated convention airline. (VII.B.2.)

Copies of all documents relating to MLA conventions will be sent routinely to the Convention Manager. (VII.B.3.)

MLA mentoring program endorsed and added to the permanent responsibilities of the Placement Officer. (VII.D.2.)

Clarified that MLA Board should review surveys from all MLA constituents before distribution. (VIIa.B.)

Convention Manager shall maintain statistics on the numbers of conference attendees, exhibitors, etc., and relay this to the

Board on an annual basis. (VIII.C.1.c.)

Preliminary proposals for plenary sessions should be accompanied by a budget outline. (VIII.C.1.d.)

New pricing structure for MLA publications adopted. (VIII.C.6.)

Assistant Convention Manager charged with keeping the Convention Manual updated and revised. (IX.A.)

Several policies concerning MLA roundtables adopted. (IX.B.)

Monetary support offered for this year to US RISM project, contingent upon equal or greater contribution by AMS. Future funding will need to be considered at a later time. (X.B.)

Appendix II. List of Actions to be Taken.

Action

By Whom

By When

1. Handbook revisions (I.B.)

Hunter

Next

meeting

2. Charge Info. Sharing  
subcommittee to act as  
liaison for MLA-L (I.C.)

Ochs

ASAP

3. Explore scanning of minutes. (II.B.)



sometime

4. Investigate printer problems (IV.G.)



ASAP

5. Report CMS decision to J.  
Henderson (IV.H.)



ASAP

6. Letter to lapsed members.  
(IV.I.)

Ochs

ASAP

7. Complete list of chapter grants, send to Gottlieb.  
(V.A.1.)



done

8. Prepare article on chapter grants for Newsletter. (V.A.1.)



by

Newsletter

deadline

9. Respond to Wyd. Ars Nova proposal. (VI.C.)

Ochs

ASAP

10. Send current docs.  
concerning MLA  
conventions to Fuchs.  
(VII.B.3.)



done

11. Report back to Rebman,  
invite formal proposal  
for electronic posting of  
Job List. (VII.D.1.)

Ochs

soon

12. Charge Admin. Comm. Chair  
to assign salary data  
project. (VII.D.1.)

Ochs

soon

13. Appoint search committees  
for Publicity Officer and  
Assistant Convention  
Manager. (VII.F.4.)

Ochs

done

14. Revise Handbook section

V.G. (VIIa.B.)

Hunter

by next

meeting

15. Communicate Board discussions back to chair of Development Committee.  
(VIII.A.)

Ochs

soon

16. Report budget requests denied for program back to Purnell. (VIII.C.1.a.)



done

17. Report program schedule problems to Purnell.  
(VIII.E.1.)



done

18. Convey registration  
schedule request to Local  
Arr. Comm. (VIII.E.1.a.)



done

19. Report 1996 program  
suggestions to  
Farrington. (VIII.E.2.a.)



done

20. Ask Ed. Comm. to study  
budgets of previous  
workshops. (VIII.E.3.)

Shepard

soon

21. Discuss proposed Advertising Comm. with R. Henderson. (VIII.F.1.)

Ochs

soon

22. Report publication  
schedule findings to R.  
Henderson. (VIII.F.2.)



soon

23. Report discussion of roundtable issues back to M. Koth. (IX.B.)

Ochs

soon

24. Convey specific suggestions on questionnaire to Self-Study Comm. (IX.D.)

All Board  
members

soon

25. Report discussion back to  
Self-Study Comm. (IX.D.)

Ochs

soon

26. Decide on appropriate placement of MOUG contact person in Admin. Struct.  
(XII.A.)

Hunter,  
Griscom

before

next

meeting