

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors Atlanta, Georgia, February 7-12, 1995

Tuesday, February 7: 2:00-5:30 pm, 7-10 pm; Wednesday, February 8: 9 am-12:30 pm, 2-5 pm; Friday, February 10: 6-6:45 pm; Sunday, February 12: 8:30-11:00 am.

Present: James Cassaro, Elizabeth Davis, Richard Griscom, Jane Gottlieb, David Hunter, Paula Matthews, Jerry McBride, Michael Ochs (presiding), John Shepard, Laura Snyder (recording), Judy Tsou.

Incoming Board members: Paula Elliot, Stephen Fry, Mark McKnight.

Guests: Deborah Campana (VIII.A.), Catherine Gerhart (VIII.B.), Michael Rogan (VIII.C.), Dan Zager (VIII.D.), Sherry Vellucci (VIII.E.), Jim Farrington (IX.D.2.), Leslie Troutman (IX.D.2.), Joseph Boonin (X.C.1.), Beth Christensen (XI.B.).

I. Parliamentarian's Report. David Hunter.

A. The agenda was adopted with the addition of XII.B. AMS/MLA Joint Committee on RISM.

B. Handbook alterations. Hunter distributed a draft showing revisions to Handbook sections II.E.10., II.E.13.a., II.E.13.c., VII., VII.A., VII.D., VII.E., and the addition of VII.G. These changes resulted from motions that had been passed at the previous board meeting, primarily concerning roundtables. Several points were further clarified in discussion. Annual reports of roundtables will be submitted to the Board via the appropriate liaison, and will not necessarily be published in the Newsletter. Roundtable coordinators may submit conference reports to the Newsletter at their discretion. Convention budget requests are coordinated by the Convention Manager, although the letters are sent out by the Fiscal Officer, and should be for programs approved by the Program Committee and the Board. Some roundtables have two coordinators, but only the first one listed in the Administrative Structure will be considered the coordinator for purposes of communication with the Board. It was also suggested that the heading of II.E.10. be changed to Report Gatherer and Assistant Report Gatherer. A proposal was also submitted to move the section on questionnaires from section V.G.

to section II.A.5.k., with a revised text. In discussion, the term questionnaires was broadened to include surveys or similar instruments. Surveys sent out on MLA-L in the name of MLA or its committees, etc. should have Board approval; those sent out by other groups or individuals are not subject to approval. It was moved by Paula Matthews, seconded, and carried unanimously that the Board approve the alterations to the Handbook, as revised.

II. Recording Secretary's Report. Laura Snyder.

A. The minutes of the meeting of September 23-25 (Ithaca, NY) were approved with the following corrections: page 1, I.B., line 3, change V.H.3.c.(9) to V.H.7.c.(9) and V.H.3.c.(10) to V.H.7.c.(10); page 2, I.B., line 4, change V.H.3.e. to V.H.2.e.; page 2, I.B., line 13, after II.E.13.c. add sentence: "Section II.A.5.k. is also to be deleted." Snyder distributed the revised Index to Board Policies, updated to include policies made in 1994.

III. Treasurer's Report. James Cassaro.

Cassaro distributed 1994/95 Third-Quarter-to-Date Reports for the Operating Budget. Second Quarter reports were distributed prior to the meeting, including Balance Sheet, Operating Budget, Supplemental Income, Awards Account, Investment Accounts, Endowment Accounts Accumulated Principal, and Mutual Funds Activity.

A. Corrections to First Quarter Reports.

Errors on the first quarter Investment Accounts Report for Parnassus were corrected as follows:

Amount: \$73,292.62

Shares owned: 2131.839

Value per share: \$34.38

The total in the Permanent Fund at the end of the first quarter was \$317,116.72. The total in the Investment Account at end of the first quarter was \$370,894.50. Corrections to the Balance Sheet for the First Quarter were as follows:

Total Assets: \$459,802.17 (not \$452,639.20)

Gain/Loss: \$73,614.07 (not \$66,451.10)

Changes have been made in the online spreadsheets and the official copy in the Treasurer's files. Corrected pages will not be generated.

B. Overview: Balance Sheet, mid-year.

The 94/95 fiscal year budget is running parallel with

the 93/94 budget. Fluctuations in the Permanent Fund account for the lower gain (\$67,957.16) at the end of the Second Quarter. At this point last year, the gain was \$75,285.34.

C. Operating Budget (Third Quarter-To-Date)

1. Overages.

a. Second Quarter: Line 9.07, Technical Reports, in the amount of \$1718.82. This was due to the printing costs for Technical Report no. 24 (line 9.0781).

b. Third Quarter: Additional overage of \$312.85 in Line 9.07, Technical Reports. This results from payment of the TR Editor's third quarter honorarium in the amount of \$144.50 (Line 9.071) and advertising costs of \$168.35 (Line 9.0789) for an ad in Music & Letters placed by Rick Jones, including currency conversion expenses.

c. Fourth Quarter: Additional overages in Line 9.07 due to fourth quarter honorarium for the Editor (\$144.50; Line 9.071). Rick Jones expects additional advertising costs of about \$250.00 for Technical Report no. 23, Knowing the Score.

2. Miscellaneous Lines (Second Quarter)

a. Expenditures Line 11.02, Miscellaneous Charges: \$84.38 for printing new checks and deposit slips with new Treasurer information.

3. Overview.

a. Income for fiscal year 1994/95 is at 70.74% of budget, compared to 73% at this time last year.

(1) Dues are at 93.98% of budget, slightly lower than the 95% of fiscal year 93/94.

(2) Sales are at 50.02% overall (compared to 52% in 93/94 and 57% in 92/93.) At this point, some Notes and MCB subscriptions are still coming in. Sales of the MCB Index and MCDs are slow. Sales of both monographic series are doing well, reflecting several new publications this year. There will probably be some income from the Notes Index before the end of the year.

(3) Meeting income is at 81% of budget, compared to 85% last year at this time. Registration income reflects approximately 393 attendees as of February 4, 1995. Forty applications were received for the pre-conference; budget goals were met and no lottery was needed.

b. Expenditures are at 55.01% of budget, compared to 45% in FY 93/94.

(1) Management Services: at 54.59%; expenses are higher than last year (50%), but about normal for a little

past mid-year.

(2) Program Expenses are at 52.59% of budget, higher than last year (49%). The higher expenditures are due to the MLA/AMS Joint Committee on RISM (subsidy of \$1250 paid out in 3rd quarter) and the RILM Office.

(3) Other Member Services: at 55.71% of budget, much higher than last year (37%). This is a combination of Publicity and Placement Service expenses. The Placement Service was at 75.95% of budget at mid-year.

(4) Publications: at 73.72%, substantially higher than last year (61%). The line for the Index and Bibliography series shows costs for only one publication, and the Technical Reports series is already overspent. MCB and the Newsletter are at expected levels for mid-year. Notes, at 82% is close to the level of last year at this time (80%), and will likely exceed its budget. The first billing for the Notes Index has been received and the honorarium to Karen Little has been paid out.

(5) Meetings: Expenditures will come later in the quarter and in the fourth quarter.

4. Supplemental Income.

a. Most contributions come with membership renewals.

b. The Freeman Endowment Fund has reached \$3,006.00 at the time of this report.

c. The Epstein Endowment is at \$15,000 and will increase with the matching fund pledge.

d. An additional contribution of \$1,000 was posted to the Wicker Family Endowment in the third quarter.

e. Interest income is lower this year for both checking and money market accounts; unrestricted donations are higher; Gerboth & Duckles totals are lower since no active campaigns are in progress for these awards. No Permanent Fund was listed on last year's report for this quarter, so no comparison can be made.

5. Accumulated Endowments Principal. This report showed year-to-date contributions for the Awards Endowment Funds, and the Special Endowment Funds. The total is \$59,238.61.

6. Investment Accounts.

a. The value per share rose in the first quarter, but dropped by the end of the second quarter, hence the drop in the total value of our investment accounts. Robert Curtis has provided a fuller explanation in his report to the Board and the

Investments Subcommittee.

7. Mutual Funds Activity Report.

This report shows details of earnings (both capital gains and dividends) to date for the Calvert Managed Growth Fund, the Calvert Managed Growth Fund Awards Account, the Calvert World Values Global Equity Fund, the Parnassus Fund, and the Parnassus Income Fund. Additional shares will be purchased by deposit after this meeting upon the recommendation of the Finance Committee and the Investments Subcommittee.

8. Awards Budget.

a. Awards are now to be paid from earnings on the Calvert Social Managed Growth Fund account. Previously one half of interest income was used to fund awards. Only \$976.80 has been received to date in earnings, which is not enough to fund the awards. There will be additional income in this account in the third quarter. Cassaro suggested that the awards could be funded from the checking account, which would later be reimbursed from additional principal to be invested from the Epstein and Freeman Endowment Funds. This way there will be no fee charged for redeeming shares and the account will maintain its earnings. With increased investment, the fund will have more earnings in the last part of this and the next fiscal year.

9. Other Activities and Business.

a. IRS 1099-MISC (Miscellaneous Income) forms were issued in January to 15 recipients of honoraria or wage payments for services that totaled \$600 or more for calendar year 1994.

b. Information for the annual report on the status of chapters, for continuation of group exemption, was due to Cassaro on January 31, but has been received from only two chapters (Pacific/Northwest and New England) so far. The report is due to the IRS on March 31. Chapter chairs will be reminded of this.

Cassaro was thanked for his excellent report.

IV. Executive Secretary's Report. Richard Griscom.

A. Election. This fall, an election was held for three members-at-large to the Board of Directors. Griscom and Karen Little counted the ballots on 13 December, the day after the cutoff date for postmarks. 488 of the 939 ballots that were issued were returned, representing a 52% participation by the membership. This is typical; the average has been 50-55%. Five or six ballots were received after the 13th. Three had postmarks

after 12 December. Paula Elliot, Stephen Fry, and Mark McKnight were congratulated for their election as members-at-large to the Board of Directors for the 1995-97 term.

As of 20 December, the new Board members were added to the Board distribution list. On 7 January, Griscom sent them each a copy of the administrative handbook, the calendar, and the index to Board policies. Snyder sent them copies of the minutes for the past two years.

B. Administrative Structure. Griscom sent the latest version to the Board prior to the meeting. It reflects the post-meeting Board structure as well as all of Ochs' amendments through the middle of January. A revised version will be posted on MLA-L after the meeting, and the next paper distribution will be at the June Board meeting. Griscom should be notified of any errors. After brief discussion concerning the possible addition of more dates of appointment to the Structure, the Board agreed that dates of appointment should be included for Board officers and editors, but not committee chairs at this time. Position announcements for special officers should specify that appointment is for a one-year term, renewable up to four years.

C. Membership and Subscriptions. Griscom distributed the MLA Growth Comparison chart, reflecting statistics on membership and subscriptions as of January 1995. All four Corporate Members from 1993-94 have renewed for 1994-95. They have been acknowledged in the convention program.

Thirty-three new members have been processed since the last Board meeting, bringing the total number of new members during the past year to 84. Each new member was sent a letter of welcome, a copy of the Membership Handbook, and a list of regional chapters.

Griscom distributed the annual MLA Growth Comparison, based on the January 31, 1995 figures from Academic Services. Our total number of paid members and subscribers is 2353, down 93 from last year and down 164 from 1992. There are a total of 618 paid subscribers to Notes, down 61 from last year and down 108 from 1992. The total paid membership is at 1735, down 32 from this last year, and down 56 from 1992. The paid institutional membership is at 659, down only two from last year and 25 from 1992. Paid individual memberships are at 1,072, down 30 from last year and 35 from 1992. Clearly, our losses are coming mostly from subscribers. 61 of the 93 members and subscribers lost this year were Notes subscribers.

D. Sales and Inventory Report. The MLA Sales and

Inventory Report, FY 1994/95 To Date was distributed. Four new monographic publications have been distributed since the Kansas City meeting. Some of them are long-awaited. Brad Young's thematic catalog of the works of Robert Valentine appeared in July as Index and Bibliography Series no. 27; Collection Assessment in Music Libraries, edited by Jane Gottlieb, was issued in June as Technical Report 22; Knowing the Score, edited by Mark Roosa and Jane Gottlieb, appeared in late August as Technical Report 23, and in late November, Carl Rahkonen's World Music in the Library was issued as Technical Report 24.

A total of 281 units have been sold so far this year in the Index and Bibliography Series; sales are concentrated on the new Valentine index. In fact, without it, only 24 units would have been sold. There was a total sales of \$6,148.70 in the Index and Bibliography Series, and \$5,862.00 of that was from the Valentine catalog. In comparison, last year's sales total was \$470. 789 units remain in inventory for this series.

In the Technical Reports series, the new titles are selling well. Although there are only 152 subscribers for this series, nearly 100 additional copies of both TR 22 and TR 23 have been sold. The Rahkonen volume is still quite new, so there have not yet been sales beyond the initial subscribers. Three of the older volumes still have sales in double digits. This year, sales in this series totalled 547 units, bringing in \$9,749.90. In comparison, last year sales were about half that amount. 1,171 units remain in inventory for this series.

Sales are slow in other MLA publications. Seven copies of Music Librarianship in America have been sold during this fiscal year, bringing in \$151.80. MLA is still \$300 short of breaking even on this title. So far this year, 23 copies of the cumulated music cataloging decisions have been sold. It was published in July 1992, so it is certainly reasonable that sales would have decreased. Sales of the MCB Index are the worst of any publication that MLA has ever issued. 800 copies were printed, but just over one third of those have been sold, and 587 remain in inventory. Twenty-eight have been sold so far this year. It was issued in July 1993, so sales will probably continue to decline at this point.

In overall sales figures, so far this year 891 units have been sold, bringing in \$17,177.23 of income. With 4 months left in the fiscal year, this has already surpassed last fiscal year's sales figures by \$5000.

The total number of MCB subscribers is at 761; the

subscriber base continues to decline.

There are no monographs near publication. Karen Little's index to the first 50 volumes of Notes should be in the warehouse in March.

E. Comments on A-R Editions. At the last Board meeting some concerns were expressed about A-R's service after a few problems with the production of Technical Reports were brought to light. Griscom contacted the editors of the monograph series (both past and present) and Dan Zager (Notes editor) about A-R Editions, and reported their comments. The editors, past and present, do not have lingering concerns about the quality of A-R's work, but Zager expressed concerns about recent changes in A-R's billing for Notes, which came up since the last Board meeting and remains unresolved. A-R also sent out the December 1994 issue late. [See further discussion under VIII.D., below.]

F. Handbook. On 19 December, Griscom sent the front matter and revisions to members' entries to Jim Henderson. So far, the Handbook is closer to being on schedule this year. Griscom has had several discussions with Jim Henderson about reducing costs of the Handbook, and is hopeful of bringing it within budget this year. The page count of the main part of the handbook will be reduced by about three fifths. The new font size puts 20 entries on one page. An equivalent number took 2 1/2 pages in last year's edition. There will no doubt be complaints from those who like the large font we used last year, but this is a change that has to be made.

G. Brochures. Griscom has filled 42 requests for brochures since the Ithaca meeting, bringing the total for the year to 107 requests. The red brochure was reprinted last year, and there is a sufficient supply of each in inventory. The gray-tone inserts that include a membership application form and a publications order form are nearly gone, but the reprinting should probably be postponed until dues rates are set in June.

H. Library School Survey. The 5th edition of the "Directory of Library School Programs in Music Librarianship" was published in August and mounted on MLA-L as a text file. Twenty-four copies have been sold since the Ithaca meeting, making a total of 33 for the year. Twenty-one remain in inventory.

I. Notes. Haddon has been instructed to remove Volume 48 of Notes from inventory. (25 copies are scheduled to be sent to the Publicity Officer for free distribution at exhibit tables, 25 copies of each are sent to AMS Reprints, and the rest are destroyed). In late January, Notes 51/1 and 51/2 were sent to

the copyright office.

J. Timeliness of Publications. At the September board meeting, MCB was reported to be nearly back on schedule, but has since slipped again.

K. Report on Haddon. Griscom and Jim Henderson have been investigating other alternatives for storage of MLA publications. The minimum storage fee is usually \$100 to \$150 per month. It may not be worthwhile to change warehouses because of the costs associated with moving. Henderson has not found any alternative solutions. MLA currently has about 5,000 units in storage. A storage fee of \$150/month allows storage of up to 10,000 units.

L. Contributors. Since the beginning of the Kansas City meeting, 107 contributions have been received, broken down as follows: 38 contributions to the Freeman Fund, 24 general contributions, 27 contributions to the Gerboth Fund, 12 contributions to the Duckles Fund, 6 contributions to the Permanent fund, and one contribution to a special endowment. Four of the Freeman contributions were at the patron level. Eighteen of the Gerboth contributions were made in memory of Virginia Gifford. Since the Ithaca meeting, Griscom has acknowledged 21 contributions, not including 38 contributions to the Freeman Fund that were acknowledged by Mimi Tashiro. Since the program was printed, about 30 more Freeman contributions have been received, which will be acknowledged in the Seattle program. The list of this year's contributors is printed in the convention program, along with a supplemental sheet on Duckles contributors at the Kansas City meeting. We received two \$1000 contributions: one from the Wicker Family Foundation to be added to its endowment fund, and another from Bill Coscarelli as a local arrangements contribution for this meeting. There were also a number of other local arrangements contributions from members of the Southeast chapter.

M. Letterhead. The new Board letterhead is available. 1000 sheets were printed.

N. Report on advertising on MLA-L. There have been several complaints about vendors advertising on MLA-L. This may be unfair to other vendors who purchase more traditional advertising in MLA publications. The Board discussed the problem and agreed that no immediate action is needed, but Griscom will bring the matter to the attention of the Information Sharing Subcommittee.

Griscom was thanked for his fine report.

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

A. Chapter liaison.

1. Chapter Grant Guidelines. The board reviewed the new guidelines and list of MLA Chapter Grants for 1988-1994. These will be handed out to chapter chairs during their meeting in Atlanta. Gottlieb has recently received copies of two chapter publications which were supported by chapter grants. An article on the Midwest Chapter's exchange program appeared in a recent issue of the Newsletter.

2. Chapter meetings during annual MLA meeting. Meeting space has been requested by some chapters during the annual national convention. Unofficial policy has been that this space is not provided. Such meetings are discouraged because they take up meeting space that is in short supply, and take people away from national MLA activities. The convention program is already too full.

3. Chapter gophers and listserves. Chapters are free to develop these on their own. Griscorn is adding them to the Administrative Structure as he finds out about them.

4. Chapter publications. Gottlieb raised the question of whether chapter brochures need to be approved by the Publications Committee before publication. The Board agreed that the final paragraph of Handbook section VI.E. would apply to brochures. They are exempted from regulations, but are routinely sent to several MLA officers for their information.

5. Other chapter business. Gottlieb has been invited to attend the Pacific Northwest Chapter meeting in Seattle in April. She also attended the New England Chapter meeting at Williams College in October.

Gottlieb was thanked for her excellent report.

VI. President's Report. Michael Ochs.

A. Letters sent. Ochs reported that he has sent out close to 200 letters during the past year. Recent correspondence includes:

1. Letters to honorary and life members of MLA. These were sent at the time of annual dues renewal. These members do not pay dues, but are encouraged to make donations to MLA Funds. These resulted in a very good response; the practice should be continued.

2. Acknowledgement of gifts over \$100. These included several gifts to the Freeman Fund.

3. Condolence letters. Six letters were sent to families of recently deceased MLA members. Ochs shared a reply

received from the daughter of Carleton Sprague Smith.

VII. Special Officers.

A. Advertising Manager. The Board reviewed the report submitted by Susan Dearborn, and accepted it with warm thanks for her excellent work. The addition of 12 new Notes advertisers is particularly impressive.

B. Placement Officer. The Board reviewed the report submitted by Elisabeth Rebman, and discussed her proposal to provide an electronic version of the Job List on the MLA gopher. Some concerns were raised about the fiscal implications of offering it for free in an electronic version, in competition with the paper version, for which a subscription rate is charged to cover costs. On the other hand, this is a service which supports the goals of MLA, and it may be unrealistic not to offer it electronically at this point. Rebman's report also included the fact that the number of subscriptions has dropped by nearly 100 in the last year. The reason for this decline is not known, but needs to be studied. A list of dropped subscribers needs to be secured from Jim Henderson. It was moved by Jane Gottlieb, and seconded, that the Board accept the Placement Officer's recommendation to mount an electronic version of the MLA Job List on the MLA Clearinghouse, beginning July 1, 1995. Motion passed with 8 (eight) votes for, 0 (zero) against, and 1 (one) abstaining vote. It was noted in discussion that the July starting date would provide time to work out the details, and advertise the added service.

Rebman was warmly thanked for her good work, and her well-presented proposal.

VIII. Editors.

A. Index and Bibliography Series. The Board reviewed the report sent by Deborah Campana, and met with her briefly during the meeting. It was noted that advertisement of the most recent publication in the Newsletter, Notes, and exchange ads seems to have been successful. At least one volume will be ready for publication during the next year, and will need to be budgeted. A few manuscripts and other projects are also in progress. Campana was commended for her excellent work.

B. Music Cataloging Bulletin. The Board reviewed the report submitted by Catherine Gerhart, and met with her during the meeting. Several concerns were discussed.

1. Decrease in subscriptions. It was noted that the

MCB is not widely advertised, and perhaps needs to be marketed more aggressively. The Publicity Officer should organize a campaign, in consultation with Gerhart. MCB and its cumulated index should also be available for prominent display in the MLA exhibit at ALA meetings.

2. MCB Index. Poor sales continue to be a concern.

The Publications Committee has discussed this issue and will be making recommendations. Having the index sold separately from the subscription to MCB seems to be a problem for many libraries because of the split between monographic and serial acquisitions. It is now time to begin work on the next cumulated index. Perhaps it should be included as part of the MCB subscription.

3. Publication schedule of MCB. Irregularities in the publication schedule have been noted. This publication has an exceptionally tight schedule because of the very short interval between receipt of materials from the Library of Congress and the deadlines for printing and mailing of each issue. Some short-term solutions were suggested to improve the publication schedule. The Publications Committee will be asked to address long-range questions about MCB such as frequency and schedule of publication, relationship to LC, and changes in use, in cooperation with the Bibliographic Control Committee.

C. Newsletter. The Board reviewed the written report submitted by Michael Rogan, and met with him briefly during the meeting.

1. Space concerns. The number of committees and sub-committees in MLA continues to grow, causing the annual reports portion of the November-December issue to expand and crowd out other material of potential interest. It was suggested that the reports could be submitted in both short and long versions, the short version being published in the Newsletter and the longer version made available elsewhere, perhaps through the MLA Clearinghouse.

2. Rogan was encouraged to submit results of his recent survey on the Newsletter to the Board.

The Board commented that the Newsletter looks great, and commended Rogan for producing a very fine publication.

D. Notes.

The Board reviewed the report submitted by Dan Zager, Editor, and met with him during the meeting to discuss concerns about A-R Editions which were addressed in that report. From the editorial standpoint, A-R is serving Notes well, but there have been problems of late with their billing procedures, and lack of

flexibility to work with our fiscal restraints. Zager has encountered serious communication problems with A-R in his attempts to straighten out the situation. It was suggested that Gottlieb should write to the President of A-R, and that Zager should follow up by contacting Kathleen Marsh again. It would also be prudent business practice to seek other bids for printing, though the good editorial service A-R provides is very important to MLA, and should not be given up lightly. Zager will begin making inquiries.

The Board thanked Zager warmly for the wonderful job he is doing.

E. Technical Reports. The Board reviewed the report submitted by Sherry Vellucci, and met with her during the meeting. Three manuscripts have now been received, and Vellucci has discussed plans with two other potential authors. No more publications are budgeted in this fiscal year, but several may be planned for in the next. The Board agreed that more flexibility should be allowed, and creativity encouraged, in the matters of format and cover appearance. More interesting covers might draw attention at exhibits, and a larger format might lower printing costs and improve the quality of some illustrations. It was suggested that Vellucci might want to be in touch with the new Publicity Officer about the ALA exhibit and possible revision of press releases.

Vellucci was warmly thanked for a job well done.

IX. Reports of Standing Committees.

A. Development.

1. Working Group on Endowed Funds.

a. Final Report. The Board reviewed and discussed the final report submitted by John Tanno, chair, which fulfilled the charge to formulate policies and procedures relating to the establishment and disposition of new endowed funds. Recommendations on the report will be communicated back to the Development Committee in writing. The revised version will be reviewed at the June Board meeting. The Board agreed that the report provides a very good basis for a final policy. Tanno and the working group were thanked for their hard work on this project.

b. Kevin Freeman Endowment Fund Guidelines. The Board reviewed the report submitted by John Tanno, chair of the working group. During the discussion, the point was raised that the California Chapters will probably exceed their goal of

raising the first \$5000 of this fund, and MLA needs to begin planning to raise its share of the fund. It was moved by Elizabeth Davis, and seconded, that MLA raise enough to make up the difference up to \$10,000, after the California chapters have completed their campaign. In discussion, it was noted that the original intention was that the national organization would raise at least \$5,000, regardless of the amount raised by the chapters. The motion was withdrawn. It was moved by Jane Gottlieb, seconded, and carried unanimously, that the Board accept the Working Group's report on the Kevin Freeman Endowment Fund with minor editorial changes as suggested, and confirm the Board's commitment for MLA to raise \$5,000 when the California chapters have completed their fund-raising campaign and have raised at least \$5,000. The Development Committee will be requested to prepare the final form of the document, which will be reviewed by the President.

2. Endowment guidelines for the Dena Epstein Endowment Fund. The Board discussed the draft guidelines, which were prepared by John Tanno, and reviewed by the Epsteins and others. It was moved by Paula Matthews, seconded, and carried unanimously, that the Board establish the Dena Epstein Endowment Fund to support the Dena Epstein Award for Archival and Library Research in American Music, and accept the draft endowment guidelines with minor editorial revisions. The Development Committee will finalize the guidelines, and the President will appoint an award committee. The first award should be given in 1996. The Board expressed its enthusiastic thanks to the Epsteins for providing this endowment, and to Michael Ochs for his work on this project.

3. Draft document, "Giving to the Music Library Association." The Board reviewed the draft submitted by Linda Solow Blotner, chair of the Development Committee. It was moved by David Hunter, seconded, and carried unanimously, that the Board accept in principle the draft of "Giving to the Music Library Association" prepared by the Development Committee. The document will be carefully reviewed by the Executive Secretary, the President, and the Chair of the Publications Committee. The brochure could be included in the renewal mailing this summer, but might receive more attention with a separate mailing.

B. Education.

1. The Board reviewed the report of the Committee, submitted by Roberta Chodacki, Chair, and expressed its thanks

for the excellent work of the committee.

2. Pre-conference workshops. The Board discussed materials submitted by Roberta Chodacki and John Shepard presenting budget and program data of pre-conference programs for the period 1984-1994. Data was difficult to compare, especially since the recent continuing education workshops represent a different approach than the previous pre-conferences, with programmed hands-on instruction and a limited registration. The current policy is that honoraria are not paid to MLA members who serve as speakers at MLA conventions. This policy is also extended to pre-conference workshops in section V.H.3.B. of the Handbook, but perhaps a distinction needs to be made between different types of presentations in workshops and pre-conferences. Snyder was asked to review past Board minutes for more definite statements of the honorarium policy, to present at the June meeting. The question of honoraria will be taken up again at that time.

C. Finance. Elizabeth Davis.

1. Recommendations.

a. The Board approved the recommendation of the Finance Committee that the honoraria for special officers and editors be increased by 5% for fiscal year 1995/96, with 8 (eight) votes for, 0 (zero) votes against, and 1 (one) abstaining vote.

b. The Board unanimously approved the Finance Committee's recommendation that the current per diem rate of \$35.00 be maintained for the next fiscal year.

c. The Board unanimously approved the Finance Committee's recommendation that an annual list of contributors for the previous calendar year be published in the program book of the annual meeting, and in the Membership Handbook. The list is to be compiled by the Treasurer and the Executive Secretary. The designation of special levels of giving, such as the Patron level, needs to be discussed by the Development Committee.

d. The Board unanimously approved the Finance Committee recommendation for approval of an overage in budget line 9.07, Technical Reports, in the amount of \$2,176.17.
[See Section III.C.1. above.]

e. The Board unanimously approved the Finance Committee recommendation to amend the 1994/95 budget to include line 7.067, Legislation Committee Travel.

f. The Board unanimously approved the Finance

Committee recommendation for approval of an overage in budget line 7.06, Legislation Committee, in the amount of \$335.

This is to reimburse Mary Wallace Davidson for travel to Washington, DC to attend copyright hearings on behalf of MLA. [See section X.E., below.]

The Board thanked Davis for the wonderful job she has done as Fiscal Officer. Jerry McBride was thanked for leading part of the Finance Committee meeting.

2. Investments Subcommittee. The Board reviewed the report submitted by Robert Curtis, Chair, and expressed its thanks to Curtis and the Subcommittee for their prudent management of MLA's investments.

D. Program.

1. 1995 meeting. Jean Purnell and the Program Committee are to be thanked for their hard work on putting together an extremely successful program. It was noted that this year's program had a number of typographical errors. There needs to be a more formal mechanism for checking it before printing. In the future, final copy should go to the Executive Secretary, Program Chair, and President for review. The schedule for this will need to be incorporated into the calendar. It was also noted that the list of convention attendees was not supposed to include addresses. The next local arrangements committee will need to be informed of this policy.

2. 1996 meeting. The Board reviewed the report submitted by Jim Farrington, Chair, and met with him during the meeting. Hearty approval was expressed for the three proposed plenary session topics: music in Seattle, interactive multimedia, and the MLA self-study. It was suggested that the first topic should be expanded to include Seattle Grunge music, but the committee cited the difficulties of finding an appropriate speaker, and of fitting a fourth speaker into the program. Farrington will consult with the appropriate people to see if this topic might be incorporated elsewhere in the program.

The interactive multimedia session is a very good idea. The Program Committee is encouraged to carefully monitor the development of this session. The video aspect will be very important; adequate projection will need to be provided for the plenary session audience.

The third plenary session will need some work. It was suggested that it might be turned into an Ask MLA session, but it should include some kind of formal presentation on the self-study process.

A heavy use of computer equipment is expected for some sessions of the meeting. The committee will try to schedule these sessions to minimize rental and set-up costs. The Local Arrangements Committee will be asked to contact local businesses in the area that might be willing to lend equipment.

Farrington was thanked for a very impressive report, and the excellent progress of the committee so far.

E. Publications.

1. The report submitted by Ruth Henderson, Committee Chair, was reviewed. The Board confirmed that the Executive Secretary will oversee publications' observance of the MLA Calendar, and will notify the Chair of the Publications Committee if a problem develops. It was also agreed that the establishment of an Advertising Subcommittee should be postponed until a new Publicity Officer is in place.

2. Document delivery of Notes articles.

It was moved by David Hunter, seconded, and carried unanimously that the Board accept the recommendation of the Publications Committee and the Subcommittee on Reproduction of MLA Publications, that the contract proposed by ISI for the delivery of Notes via document delivery be approved. Cassaro affirmed that it is a very clear contract which does not favor the vendor over the publisher, and is much more favorable to MLA than others have been. Only the prose sections of Notes would be provided through the service. It is difficult to predict whether the subscription level might be eroded by offering this service. Notes articles would receive wider distribution, and MLA would receive royalties for their use through this service.

3. Review of press releases. All press releases will now be reviewed by the Executive Secretary, the President, and the Chair of the Publications Committee. More formal arrangements may be made at a later time.

4. Henderson resigned as Committee Chair as of this meeting, and Susan T. Sommer was appointed the new Chair. The Board warmly thanked Henderson for her excellent service as Chair of this committee for the past five years.

X. Reports of Special Committees.

A. Ad Hoc Committee on Pricing Structure for Publications. Elizabeth Davis.

The committee recommended revision of the motion passed by the Board at their September 1994 meeting presenting a

formula for pricing MLA publications. It was moved by David Hunter, seconded, and carried unanimously that the Board accept the recommendation to revise the motion for a pricing structure as follows: The editor totals the production costs (typesetting, printing, etc.), multiplies by 3.5, and divides by the number of copies to be printed. 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.

B. Ad Hoc Committee of the Board for the Special Achievement Award. Jane Gottlieb.

Gottlieb read to the Board the letter to be presented to Lenore Coral as recipient of the Special Achievement Award, which is being given to her in recognition of her work on the establishment of the International Standard Music Number.

C. Awards.

1. Walter Gerboth Award. It was moved by David Hunter, seconded, and carried unanimously that the Board accept the report of the Gerboth Award Committee, and approve the Committee's recommendation that the award be given to Edward Komara, in the amount of \$600.00, in support of his project, "Charlie Patton's 1930 Paramount Records Sessions"; and to Georgina Binns, in the amount of \$400, in support of her project, "An Annotated Bibliography of Australian Patriotic and Nationalistic Songs to 1919." In discussion it was agreed that to divide the award would be in keeping with its original intent, although the existing guidelines do not mention this possibility. It was moved by David Hunter, seconded, and carried unanimously that the charge of the Gerboth Award Committee be written in such a way as to clarify the intent of the award, that it need not be restricted to a single recipient. The Parliamentarian will revise the wording of the charge. It was emphasized that when the award is split, the projects should be of equal value. The intent is not to dilute the value of the award.

D. Bibliographic Control Committee.

1. The Board reviewed documents submitted by Jennifer Bowen concerning ALA travel for BCC Subcommittee Chairs, and support for addition of the Library of Congress's Music Cataloging Decisions to the Cataloger's Desktop, a CD-ROM product being produced by the Cataloging Distribution Service.

2. MARC Formats Subcommittee. The Board accepted the report of Karen Little from the MARBI/USMARC Advisory Group

meetings of June 1994.

3. Subject Access Subcommittee. The Board reviewed the letter written by Bowen to the Council on Library Resources in support of funding for the Music Thesaurus Project.

E. Legislation. The Board reviewed the materials submitted by Bonna Boettcher, Committee Chair, and Mary Wallace Davidson, concerning the Fair Use conference in Washington, DC. Included in these materials were a report by Davidson on the January 4, 1995 conference, and the Position Statement of the Medical Library Association, "The Copyright Law and Fair Use", prepared by Lucretia W. McClure. The conference also met on February 2, and will meet again on April 5. The Board agreed that MLA's involvement in these meetings is very important, and thanked Davidson for attending them and reporting to MLA. [See section C.1.e.-f. above, concerning approval of monetary support for attendance at these meetings.] Concern was expressed that the copyright law will be reviewed again in 1996, and MLA should prepare a position statement, perhaps modelled after that of the Medical Library Association, before that review takes place. It was moved by David Hunter, seconded, and carried unanimously that the Board charge the Legislation Committee to prepare a position statement on behalf of MLA, on copyright law and fair use, to be submitted to the Board in time for board action before the 1996 review of the law.

F. MLA Self-Study Steering Committee. Jane Gottlieb reported on behalf of Mary Wallace Davidson, Committee Chair. The time schedule of the committee has been revised. They will be meeting with George Soete, consultant, on April 7. The survey will be contracted out to the Indiana University Research Center, and will be tested on the Board at their June meeting. The survey should be sent out to the membership around September 15; results should be sent to the membership in a separate mailing later in the fall. Funding will be sought for \$25,000. This includes \$15,000 for the cost of the survey, \$5,000 plus expenses for the consultant, and the remainder for mailing costs, etc. The survey should be mailed to the full list, including institutional members. It will come from the Research Center, and will be processed by them. MLA should support mailing of the survey results from its own budget. Soete is planning to attend the Seattle meeting. The Committee will submit a full report on this process to the Board at the June 1996 meeting.

G. Reference and Public Services Committee.

1. Information Sharing Subcommittee.

a. MLA Clearinghouse. The Board reviewed the report submitted by Ralph Papakhian, Clearinghouse Coordinator, and thanked him profusely for his hard work.

H. Task Force on Structure of BCC.

The Board thanked the task force for their preliminary report, submitted by Joan Swanekamp, Chair, and will look forward to their final report at the June meeting.

XI. Search Committees.

A. Convention Manager.

Judy Tsou reported on behalf of Ned Quist, Chair.

Suki Sommer is the third member of the Committee. The Committee talked to several members who might consider applying, but thus far have a shortage of candidates. They proposed to reopen the search; Ned Quist has expressed his willingness to continue in the position until it is filled. It was moved by David Hunter, seconded, and carried unanimously that Ned Quist be continued as Assistant Convention Manager until a new Assistant Convention Manager can be appointed. A formal recommendation will be made at the June meeting.

B. Publicity Officer. Beth Christensen, Chair, reported for the Search Committee (Linda Solow Blotner, Ruth Henderson, members). The Committee recommended Leslie Bennett for the position. It was moved by David Hunter, seconded, and carried unanimously that the Board accept the recommendation of the Publicity Officer Search Committee. Christensen expressed the concern of the committee that few applications were received. She also reported the concerns of the committee about this position, and problems that have been noted by its incumbents. They suggested the possibility of an ad hoc committee to study the position. The Board agreed that better communication is needed, but that it would be best not to create an ad hoc committee when the new officer is just beginning. Bennett will be advised to work closely with the Executive Secretary, the President, and the Publications Committee.

XII. Reports From Representatives to Other Organizations and Joint Committees.

A. NASM. Jane Gottlieb reported that copies of the recent document "Local Assessment of Music Libraries and Information Services: The Present and the Future" were distributed to MLA members. This was a very nice gesture on the part of NASM. The publication was also announced in a recent Newsletter. Gottlieb and the Committee were thanked for their excellent work on this project. The task force has now completed its charge and will be disbanded.

B. Joint Committee on RISM. Ochs highlighted the lengthy report submitted by John Howard, Chair. Howard was thanked for his report.

XIII. Old Business.

A. Preservation Committee. John Shepard reported on the status of the committee's work on a proposal to the Commission on Preservation and Access for funding to support a special invitational seminar on the preservation of sound recordings. Unfortunately, this proposal was discussed prematurely with the Commission, and the funding request was discouraged. Gottlieb will review the matter with the Chair of the Preservation Committee and see if the proposal can be revived.

XIV. New Business.

A. Future Board meetings.

It was moved by David Hunter, seconded, and carried unanimously that the Board accept the invitation to meet in Berkeley, California, June 1-4, subject to availability of facilities. The Finance Committee meeting will begin at 9:00 am, Thursday, June 1; the full Board will gather at 2:00 pm Friday, June 2, and continue until noon on Sunday, June 4.

B. Ad Hoc Committee of the Board on Management Services.

This committee will research the budgetary and administrative implications of establishing some type of Executive Office for MLA. Members will be Dick Griscom as Executive Secretary, Mark McKnight as Assistant Fiscal Officer, and Paula Elliot.

C. Future Annual Conventions.

It was moved by Jane Gottlieb, seconded, and carried unanimously that the Board accept the proposal from the music librarians of the Louisville area to hold the MLA annual meeting for the year 2000 in Louisville, Kentucky, pending successful negotiations.

XV. Adjournment. Ochs thanked outgoing Board members Elizabeth Davis, David Hunter, and Paula Matthews for their service during the past two years. Ochs was thanked by the Board for his service as President. A motion to adjourn carried unanimously.

Submitted by Laura M. Snyder, Recording Secretary.

Appendix I. New policies adopted by the Board.

Administrative Structure will include dates of appointment for Board officers and Editors, but not Committee Chairs. (IV.B.)

Chapters are discouraged from requesting meeting space at national MLA meetings. (V.A.2.)

Chapters are free to develop gophers and listserves on their own. (V.A.3.)

Chapter brochures do not need approval of the Publications Committee before publication, but copies should be sent to several MLA officers. (V.A.4.)

An electronic version of the MLA Job List will be mounted on the MLA Clearinghouse beginning July, 1995. (VII.B.)

Guidelines for Kevin Freeman Endowment Fund established. (IX.A.1.b.)

Dena Epstein Endowment Fund established to support Dena Epstein Award for Archival and Library Research in American Music. (IX.A.2.)

Annual list of contributors for previous calendar year is to be published in program book of annual meeting and in Membership Handbook. (IX.C.1.c.)

Final copy for the annual meeting program will be reviewed by the Executive Secretary, the Program Chair, and President before printing. (IX.D.1.)

Executive Secretary will oversee publications' observance of the MLA calendar, and will notify the Publications Committee Chair of problems. (IX.E.1.)

Approval of contract proposed by ISI, for document delivery of Notes articles. (IX.E.2.)

Press releases to be reviewed by Executive Secretary, President, and Chair of Publications Committee. (IX.E.3.)

Pricing structure for MLA publications revised. (X.A.)

Gerboth Award need not be restricted to a single recipient. (X.C.1.)

Legislation Committee charged to prepare position statement on behalf of MLA, on copyright and fair use. (X.E.)

Ad Hoc Committee of the Board on Management Services established. (XIV.B.)

Appendix II. List of Board Actions to be Taken.

Action

By Whom

By When

1. Get list of dropped Job
List subscribers from J.
Henderson (VII.B.)

done

2. Ask Pub. Comm. (& BCC) to address long-range questions about MCB (VIII.B.3.)

soon

3. Write to Pres. of A-R Editions (VIII.D.)

done

4. Communicate recommendations on reports of Working Group on Endowed Funds back to Development Committee (IX.A.1.a. & b.)

Gottlieb
(Snyder to
send notes
first)

soon

5. Appoint award committee
for Epstein Award
(IX.A.2.)

6/94

6. Review draft of "Giving to MLA" (IX.A.3.)

Griscom,
Gottlieb,
Sommer

6/94

7. Review past Board minutes
for policies on honoraria
(IX.B.2.)

6/94

8. Revise charge of Gerboth
Award Committee to
clarify intent (X.C.1.)

Shepard

6/94

9. Inform Legislation
Committee of charge
concerning position
statement on copyright
(X.E.)

done

10. Advise Publicity Officer
to work closely with
Exec. Sec., President,
and Pub. Comm. (XI.B.)

done

11. Review funding request
with Chair of
Preservation Committee.
(XIII.A.)

soon