

# MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors  
Berkeley, California, June 2-4, 1995

Friday, June 2: 2:00-6:15 pm; Saturday, June 3: 9:00 am-5:50 pm; Sunday, June 4, 8:30-11:20 am.

Present: James Cassaro, Paula Elliot, Stephen Fry, Jane Gottlieb (presiding), Richard Griscom, Jerry McBride, Mark McKnight, Michael Ochs, John Shepard, Laura Snyder (recording), Judy Tsou.

Guest: Robert Curtis (X.C.1.)

## I. Approval of Agenda.

A. The agenda was adopted with the addition of XI.G.

Resource Sharing and Collection Development, and movement of sections X.A.2. (Development Committee, Working Group on Endowed Funds) and XI.D. (Preservation Committee) to XV. Old Business, sections A and B, respectively.

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

A. The minutes of the meeting of February 7-12, 1995 (Atlanta) were approved as submitted. Snyder was thanked for the excellent minutes.

## III. Parliamentarian's Report. John Shepard.

A. Handbook Distribution. Shepard distributed copies of the Handbook in its current state, including changes approved by the Board as of the end of the Atlanta meeting. Changes to the index are not yet complete. A new index will be distributed later.

B. Handbook Alterations. Shepard distributed a draft revision to section V.I.4.b. Walter Gerboth Award Committee. It was moved by Mark McKnight, seconded, and carried unanimously that the Board approve the text alteration as submitted. The revision to the committee charge clarifies that the Gerboth award need not be restricted to a single recipient in a given year.

Shepard also distributed the current and proposed revised wordings for section III.C. Placement Officer. It was

moved by Michael Ochs, seconded, and carried unanimously that the Board approve the alterations to the Handbook, as revised.

Later, it was moved by John Shepard, seconded, and carried unanimously that the final sentence of section II.A.5.c.2. of the Handbook, "The association's monies may not be invested in firms that do business in or with South Africa", be deleted. Gottlieb noted that there are other areas of the Handbook that do not reflect current practice. Such problems should be brought to the attention of Gottlieb and Shepard.

Shepard was thanked for his report.

#### IV. Treasurer's Report. James Cassaro.

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

##### A. Overview.

At the end of the Third Quarter, the 1994/95 fiscal year budget is running below the 93/94 budget. At the same point last year, the gain was \$110,559.07, compared to \$106,400.45 for fiscal year 94/95.

##### B. Operating Budget (Fourth Quarter-To-Date)

###### 1. Overages.

a. Line 6.01, Subscription Services, in the amount of \$702.39. This was due mainly to overexpenditures in the Mailing List charges subline 6.014.

b. Line 9.01, Technical Reports, in the amount of \$35.03. This is an additional overage (for postage and photocopying) due to the earlier overage in the printing line 9.0781.

c. Line 9.08, Notes Index, in the amount of \$3,294.12. This was due to increased production costs. The original bill from A-R Editions was \$1,826.55 higher; a reduction for this amount was negotiated by Jane Gottlieb.

d. New or additional overages are anticipated in Subscription Services (6.01), Treasurer (6.03), Placement Service (8.06), Inventory Management (9.01), and Notes (9.06).

###### 2. Review of 1994/95 Operating Budget to Date.

a. Income is at 86.68% of budget, compared to 83% at this time last year.

(1) Dues are at 98.55%, higher than the 97% of fiscal year 93/94.

(2) Sales are at 74.23% overall. This is under the projected income by \$37,866.28. Last year's sales were \$54,349.00 under projection. Notes is under projection but may still see some income before the end of the fiscal year. Income for the Notes Index is just starting to come in.

(3) Meetings. All bills are in, and reimbursements accounted for. Convention income was \$61,778.00, while expenses were \$54,417.24, for a surplus of \$7,360.76. Last year's surplus was \$10,588.50. Cassaro noted that Joe Fuchs found about \$6,000 worth of errors in the hotel bill for the Atlanta meeting. Future convention managers would be well advised to check all hotel bills carefully.

(4) Placement Service income is at 78.87% of budget. Last year's figure was 93%.

(5) Miscellaneous. An additional check was received in the third quarter for the Silent Auction, bringing the final total to \$1,734.75.

b. Expenditures are at 86.23% of budget. This is significantly higher than the 77% figure for fiscal year 93/94.

(1) Management Services expenses are at 80.63% of budget, higher than last year's 76%. There will be additional expenses for Academic Services' final bill, travel to the June Board meeting, and the printing bill for the Membership Handbook.

(2) Program expenses are at 65.65%. Last year this figure was 60%. There will probably be additional expenses in the Development Committee line, for printing of brochures.

(3) Other Member Services: 72.69%; much higher than last year's 46%. More expenditures are expected in the Publicity and Placement Service lines.

(4) Publications expenditures are at 90.09% of budget, compared to 80% last year. Additional expenditures will be seen in Inventory Management, MCB, the Newsletter, and Notes lines. Notes expenses are now 97.56% of budget, and will have an overage of \$1,990.91 in the printing line. This is better than last year's overage of \$4,044.48.

c. Prediction: As of May 24, 1995 the operating budget balance was \$3,074.35, with anticipated additional expenditures of about \$20,000 and little income. The balance is expected to be in the red by about \$17,000, which will eat into the budget reserve.

C. Supplemental Income.

1. Royalties.

- a. \$570.78 was received in the third quarter from UMI for distribution of Notes in microform.

- b. \$31.60 was received in the fourth quarter from Da Capo/Plenum Publishing for the series Earlier American Music. 50% of royalties for this series go to authors, and 50% to MLA. No royalties went out to authors as none have reached at least \$10.00.

- c. MLA has been notified of a royalty accumulation from Information Access Company for dissemination of Notes articles in electronic form. No payment will be received until the royalty reaches at least \$50.00. The accrument for the period July 1-December 1, 1994 was \$33.33.

2. Award Endowment Funds.

- a. Duckles Fund: Additional donations of \$100.00 received.

- b. Freeman Fund: \$3,146.00 raised at the annual meeting. Additional donations of \$765.00 received in the fourth quarter bring the total to \$6,587.00. The Board congratulates the California chapters on their very successful campaign.

D. Awards Endowments. An additional investment of \$24,511.27 was made on March 22, 1995, bringing the total value of the account to \$68,975.16. No additional reinvested dividends have been reported for this quarter. Expenditures on the Awards account were all written in the third quarter. It is hoped that the earnings of this account will cover the awards next year.

- E. Accumulated Endowments Principal.

1. Total = \$68,569.38, compared to \$39,833.11 at this point in fiscal year 93/94.

- a. Gerboth Fund = \$15,976.27, compared to \$15,208 last year.

- b. Duckles Fund = \$17,906.11; \$17,525.11 last year.

- c. Special Endowment Funds = \$28,100.00, including a donation of \$20,000 to the Epstein Fund and \$1,000.00 to the Wicker Family Fund. The total last year was \$7,100.00.

- F. Investments Account.

1. Cash Investment Accounts (Money Markets)

- a. Average interest rates during third quarter: Fidelity/Spartan, 5.6%; Calvert Money Market, 4.86%; USTrust checking account, 1.43%.

2. Permanent Fund.

- a. Additional investment of \$2,385.00 into

Parnassus Fund on March 22, 1995; total value of Permanent Fund at end of third quarter = \$322,737.35.

G. Growth of Endowment Funds. This report shows the Principal, Dividend year-to-date, Differential, and Total Value for the individual endowment funds.

H. Other Business. The IRS has raised the mileage reimbursement rate to \$.30 per mile. MLA's reimbursement rate for mileage for fiscal year 95/96 will reflect the same figure.

Cassaro was warmly thanked for his report.

V. Executive Secretary's Report. Richard Griscom.

The latest Administrative Structure, the draft 95/96 Official Calendar, and the 30 April Growth Report were distributed prior to the meeting.

A. Administrative Structure. Griscom should be advised immediately of any errors. Questions about membership of a committee should be referred to Gottlieb. A revised version will be sent, along with the Calendar, after the Board meeting.

B. Draft Calendar. For the most part, the dates of the annual meeting and the two other Board meetings govern the variable content of the calendar. The ballot and convention mailings will be synchronized, but will continue to be handled as separate mailings.

C. Membership. The Growth Report provides a comparison of the last six years, based on the 30 April figures from Academic Services. The grand total, at 2,476, is down 88 from last year. This number represents the lowest grand total in at least six years. The total number of subscribers, at 645, is down 88 from last year, and down 99 from two years ago. According to Jim Henderson, part of this loss in subscribers is the result of a subscription agency upgrading 45 subscriptions to memberships. Institutional subscriptions are down 82, and individual subscriptions are down 7. The total number of members, 1,831, is unchanged from last year, but the distribution is quite different. Student membership has dropped by 21, and individual membership by 27. Institutional membership has increased by 44, due to the upgrades previously mentioned. The drop in subscribers is at the highest level ever.

Since his report in Atlanta, Griscom has processed 28 new memberships. A letter of welcome is sent to all new members, along with a directory if the member was added too late to receive one in the normal mailing.

D. MLABD-L. Board members whose terms ended in Atlanta

were removed in mid-April. Griscom should be notified of any subscription problems.

#### E. Publications.

1. Brochure mailings. 34 requests for brochures have been filled since Atlanta. Photocopies of the application/order form have been included. Once dues rates are set for fiscal year 95/96, new typeset forms will be printed.

2. Membership Handbook. The 1995 edition, which had been scheduled for publication in mid-March, was finally printed in mid-May. Delays included updating the Administrative Structure following the Atlanta meeting, a slower bidding process than anticipated, and the loss of an advertisement copy in the mail. The question was raised as to whether it is worth delaying publication to update the Administrative Structure, since it changes continually anyway. Griscom will look at the production schedule to determine what difference this would make. The Membership Handbook includes information on MLA-L for the first time, and a list of contributors for 1994.

3. Directory of Library School Offerings in Music Librarianship. Eight copies have been sold since the Atlanta meeting. Ten copies of the 5th edition remain. It will be reprinted when there are five left. The 6th edition is planned for publication in 1996.

4. Monographic series. No new volumes have been issued since the Atlanta meeting.

5. Notes Index. Haddon received 1,544 copies on 25 April. 110 copies have been sold as of this meeting. A line for the index will be included on the renewal form, so there should be some orders along with membership renewals.

6. MCB. Issues are still running a bit late.

F. Contributors. \$4,517.66 in contributions have been received since the beginning of the Atlanta meeting. This includes \$100 for Duckles, \$3,855 for Freeman, \$75 for Gerboth, \$125 for the Permanent Fund, \$25 in unrestricted gifts, and \$337.66 in convention-related gifts. Griscom has acknowledged the non-Freeman contributions, and will check with Mimi Tashiro on acknowledgement of gifts to the Freeman Fund. Gottlieb acknowledges all gifts over \$100.00.

G. Stationery. Griscom has about 600 sheets left. Board members should let him know if they need more.

H. Other. Academic Services is finally getting electronic mail access. The address will be posted on MLA-L when it is available.

Griscom was warmly thanked for his excellent work and thorough report.

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

A. Chapter liaison. Ochs quoted excerpts of letters from participants in the Midwest Chapter's librarian exchange, demonstrating the value of this program which was funded through a Chapter Grant. The only Chapter Grant request received for this year was a proposal by the Midwest Chapter for an Oral History project in connection with the chapter's upcoming 55th anniversary. It was moved by Michael Ochs, seconded, and carried unanimously that the Oral History Project proposed by the Midwest Chapter be funded in the amount requested. This is a very important project, and the proposal should be used as a model for other chapters.

The Midwest Chapter has extended an invitation to the MLA Board to attend their 55th anniversary meeting in 1996. Gottlieb will acknowledge this invitation.

Ochs was thanked warmly for his report.

## VII. President's Report. Jane Gottlieb.

~ Administrative Structure. A number of revisions have been reported since the Atlanta meeting. There are still more appointments to be made in BCC. Gottlieb noted that the additions include a number of people who have not previously served on MLA's committees or subcommittees.

B. Acknowledgements. Several have been sent recently for gifts exceeding \$100.

C. Follow-up from Atlanta meeting.

1. MCB. Suki Sommer has asked some members of the Publications Committee to address some long-range concerns about MCB.

2. A-R Editions. Gottlieb worked on the negotiation of a more acceptable contract, and was also able to negotiate a reduced overage in the printing costs for the Notes Index. [see also section IV.C., above]

3. Development Committee. The Epstein Award Committee is now in place, with Dena Epstein as an honorary member. The "Giving to MLA" brochure has been reviewed. It will be distributed in the renewal mailing.

4. Review of publicity releases. The process is now in place for this.

D. Other.

1. The Nominating Committee is working now, and will report in September.

2. The Special Achievement Award committee is in place and will report in September.

3. Awards.

a. Gracious letters of thanks have been received from recipients of the O'Meara, Hill, and Gerboth awards.

b. The Board might want to consider giving a plaque or certificate for awards in the future.

c. In the future, all award recommendations should be reviewed at the fall Board meeting, though that will not be possible for some of the committees this year.

Gottlieb was warmly thanked for her report and her diligent work on behalf of MLA.

## VIII. Editors.

### A. Index and Bibliography Series.

1. The Board reviewed the report submitted by Deborah Campana. Publication of the volume by Paula Elliot, *An Introduction and Index to the FAMS Bulletin and Pro Musica Quarterly, 1923-1929*, is expected before the end of this fiscal year. It is expected that one other volume will be published in the next fiscal year.

2. A question was raised concerning the term lengths for editors of MLA series. This is currently unclear. The Parliamentarian and the President will review appointment and record maintenance procedures for offices.

3. Cassaro pointed out that the bill for the Elliot volume will probably be paid in the next fiscal year. Editors should be cautioned against planning to publish volumes very late in the fiscal year. The Ad Hoc Committee on Pricing Structure has discussed development of a form that editors would use to provide the standard cost information needed in the budget process. Publication schedule information could also be included on the form, which would be presented to the Board with the publication proposal.

### B. Newsletter editor.

The Board reviewed the report submitted by Michael Rogan, and discussed two items of business.

1. Breakfast meeting for chapter newsletter editors.

Rogan requested approval and financial support to hold a breakfast for the editors of chapter newsletters during the annual meeting. The Board agreed that the meeting is a very

good idea, as it would help MLA strengthen its ties with the chapters, but food expenses are taking up a large share of the convention budget, and need to be limited. Hotel catering is particularly expensive; a non-catered meal at the hotel or elsewhere would be much less expensive. It was moved by Stephen Fry, seconded, and carried with 8 (eight) votes for, 0 (zero) votes against, and 1 (one) abstaining vote, that the Board support Michael Rogan's proposal for a breakfast meeting with chapter newsletter editors during the annual convention. The Board recommends that Rogan make arrangements that will not require hotel catering, and then be reimbursed for the expenses.

2. Advertising in the Newsletter.

The Board considered this issue in light of Rogan's report on the results of a Newsletter questionnaire. It was moved by Jerry McBride, and seconded, that the Board recommend accepting advertising in the Newsletter. Questions arose during discussion concerning possible overlap with Notes ads, a possible increase in the size of the Newsletter to accommodate the ads, and whether the revenue from the ads would cover the extra costs. The above motion was then withdrawn, and it was moved by Michael Ochs, seconded, and carried unanimously that the Newsletter editor be encouraged to explore, with the advertising manager, the possibility of advertising in the Newsletter, including possible income, expenditures, etc., and present a detailed proposal for the September Board meeting.

Rogan was commended for his excellent work.

C. Notes.

1. The Board reviewed the report submitted by Dan Zager. He is pleased to continue working with A-R Editions. He is looking for new Notes staff members, as both Steve Yusko and Fran Barulich are planning to step down. The Board expressed thanks to both of them for their excellent work.

2. The planned return of the annual price index column, to be compiled by Calvin Elliker, was noted with much favor, but also with the comment that its placement in the March issue might be too late for many librarians preparing their annual budgets. The column might be more useful in the December issue.

3. Paul Cauthen and Mark Palkovic, compilers of the "Index to CD Reviews," are beginning to plan for a published cumulation with G.K. Hall for 1987-1997, similar to the Kurtz Myers cumulations. It was moved by Michael Ochs, seconded, and carried unanimously, that the Board approve publication of a

cumulated "Index to CD Reviews" by G.K. Hall. Some questions concerning royalties were raised during discussion. Gottlieb will pursue these questions in the contract negotiation process. Concerning the possibility of putting the columns on a proposed World Wide Web homepage, it was moved by Jerry McBride, seconded, and defeated unanimously, that the "Index to CD Reviews" be mounted on a World Wide Web homepage at the University of Cincinnati. The Board was not in favor of mounting the column on the Web at this time, especially in competition with the printed version in Notes, since an Internet version may be too ephemeral, and would not generate income for MLA to cover costs. The editors were encouraged, however, to explore other electronic options for the future, especially those that might generate income.

4. Gottlieb noted that MLA needs to monitor A-R Editions carefully, as evidenced in the recent cost increase for the Notes Index. Editors should consult with Zager regarding cost estimates, since he is the most familiar with current costs.

#### D. Technical Reports.

The Board reviewed the report submitted by Sherry Vellucci, and discussed the question of cover designs for monographic series volumes. It was moved by Michael Ochs, seconded, and carried unanimously, that the Board encourage monographic series editors to explore the possibility of different cover designs for each volume. The current designs present a drab image for MLA in its exhibits. Ideally, each series volume should have a unique cover design. Vellucci was encouraged to work on this, in consultation with the Publicity Officer.

Vellucci was thanked for her report and for moving quickly to get so many publications in the pipeline.

### IX. Special Officers.

#### A. Interim Convention Manager.

The Board reviewed the report from Ned Quist, and expressed enormous gratitude for his willingness to act as interim Convention Manager. Gottlieb shared with the Board Joseph Fuchs' letter of resignation, and her reply. Fuchs was thanked warmly for his hard work in this office. It was noted that the arrangements made with Delta Airlines for the Atlanta meeting resulted in several free tickets for Board members travelling to the June meeting, an important savings for MLA. It was moved by Michael Ochs, seconded, and carried unanimously,

that the Board encourage convention managers to pursue agreements with airlines for future conventions. This information should be added to the Convention Manual.

B. Placement Officer.

The Board reviewed the report submitted by Elisabeth Rebman, and discussed her proposal to transfer the photocopying and mailing of the monthly Job List to the MLA business office. This would result in slightly higher production costs, but would ensure a more regular mailing schedule, and would enable Rebman to concentrate more of her efforts on other aspects of the position. The Board unanimously approved the recommendation of the Finance Committee, that the Board accept the proposal of the Placement Officer to transfer mailing and photocopying of the Job List to the MLA Business Office.

The Board thanked Rebman profusely for her excellent work, and looks forward to her report in September, on responses to Job List availability via the MLA Clearinghouse.

X. Reports of Standing Committees.

A. Development.

1. New Business.

The Board reviewed the report submitted by Linda Solow Blotner, Chair.

a. Fund-raising in Atlanta.

Gratitude was expressed for recent fund-raising efforts, especially by the California Chapters on behalf of the Kevin Freeman Fund, and the Silent Auction, coordinated by Laura Dankner.

b. Membership Subcommittee.

Acting on the recommendation of the report, it was moved by Jerry McBride, seconded, and carried unanimously, that the Membership Subcommittee be charged to solicit membership through a posting on MLA-L at least twice a year. It was suggested that the number of members recruited in this way might be tracked. The membership form should be posted electronically, and Jim Henderson will be asked to inform Griscom of the number of members received in this way. The Subcommittee was encouraged to proceed with the other projects proposed in the report as well.

c. Working Group on Corporate Members.

The Working Group is considering the possibility of a two-tiered structure for corporate membership, and will present a proposal at a future Board meeting.

d. Working Group on Major Gifts.

The "Giving to MLA" brochure is in production, and will be included in the summer renewal notices.

e. General issues.

The Board discussed the Committee's request for authorization to work on a plan for creating a fund-raising strategy for MLA that utilizes the services of a consultant. There are advantages and disadvantages in using consultants. It would be very important to engage someone who really understands MLA. MLA would not be able to afford an expensive consultant, and would not want to pay someone who is not good. Advice might be sought from other similar organizations. The MLA Self-Study might also illuminate some issues. It was moved by Jerry McBride, seconded, and carried unanimously, that the Board authorize the Development Committee to work on a plan for creating a fund-raising strategy for MLA that utilizes the services of a consultant. This would only be a plan, and should include a proposed budget, and names of potential consultants. It was noted that nothing has been budgeted for this purpose in fiscal year 1995/96.

f. E-Auction for Freeman Fund.

This project has been delayed. The Board acknowledged with gratitude the California Chapters' plan to donate \$1,000 from this project to the national campaign for this fund.

2. Working Group on Endowed Funds. [See under XV.A., Old Business]

B. Education.

1. The Board discussed the report submitted by Roberta Chodacki, Chair.

a. Pre-Conference Workshops, 1996 meeting.

Three Pre-Conference workshop proposals were considered, as submitted by the committee: 1) Copyright Law and the Music Library in the Age of Technology, 2) Music Conservation Workshop, and 3) Basic Management Skills: Leading Effective Meetings. The Copyright workshop would be of interest to many people; a number of people were closed out of the one two years ago. It is very important that the leader be able to address music issues. This was apparently a shortcoming of the previous copyright workshop. There was also concern about the projected attendance of 60, which seems large for a workshop. The Conservation workshop was deemed a terrific proposal, which should attract a different group of people than the Copyright

session. The third proposal seemed less likely to draw people, especially at the high price proposed. There was also considerable concern as to whether enough registrants could be drawn to run all three workshops concurrently, especially since they would also be competing with the MOUG meeting. Concerns were raised about the proposed budgets for both the Copyright and the Conservation workshops. Neither allows much of a cushion for less than full registration. It was suggested that the continental breakfasts could be dropped, and that both workshops should have the same type of refreshments. It was moved by Michael Ochs, seconded, and carried unanimously that the Board approve in principle the offering of the Copyright and Conservation workshops concurrently, pending budget revisions, and dependent upon minimum registrations to cover costs. The Board does not wish to set a precedent by offering two workshops concurrently.

b. Ask MLA sessions.

After review of the five proposed topics, it was moved by Judy Tsou, seconded, and carried unanimously that the Board recommend "Managing Technological Change", and "Coping with Difficult People and Situations" as Ask MLA sessions for the 1996 meeting. It was noted that the style of some of these sessions has shifted to a more formal approach. The Committee was encouraged to make these sessions more informal, to encourage open participation. A "panel of experts" may be too stultifying.

c. Registration procedures for workshops.

It was moved by Paula Elliot, seconded, and carried unanimously that the Board recommend adopting the proposed call-in registration plan for pre-conference workshops at the 1996 meeting. Some concern was expressed about what would happen if checks are not received by the due date, and whether the time schedule would work. It was suggested that if workshops fill up, waiting lists should be kept. A suggestion was also made to use the Newsletter in addition to MLA-L to alert members to the upcoming workshops and new registration procedures.

d. Poster sessions.

The Board reviewed the proposed "Survey Concerning Poster Sessions at MLA". It was moved by Steve Fry, seconded, and carried unanimously that the Board recommend that the committee not undertake the survey, but instead move ahead to develop a proposal to include a poster session at an annual meeting on a trial basis. Several questions need to be considered in the proposal, including where such sessions might

be best held at meetings, how many displays might be involved, and who would monitor the session.

e. Directory of Library School Offerings. This has been selling well, and Ray White is planning for a 6th edition to be available by fall 1996.

f. 1997 pre-conference proposals. The Board reviewed these briefly, and looks forward to seeing more information on these.

g. Proposed plenary session for 2000 meeting. The Board briefly discussed this preliminary proposal, but was unable to comment at this time.

## 2. Honoraria for workshop presenters.

Snyder distributed a report reviewing past discussions of honoraria and travel support for speakers at MLA meetings, as found in Board minutes, 1964-1994. This survey revealed a gradual shift in policies and procedures, and some precedent for providing monetary support for members in unusual circumstances, but no clearly established policy regarding financial support for MLA members presenting workshops. According to current policy, members are not paid honoraria for speaking at plenary sessions, but a distinction needs to be made between presenting a paper or serving on a panel, and presenting a full-day workshop. Presenting a workshop is a lot of work, and often involves specialized skills developed over a long period. To ask members to donate their expertise for free in this situation, when non-members are paid substantial fees, was seen by some as denigrating to the profession. A distinction also needs to be made between an honorarium and a fee. An honorarium is a token of appreciation. A fee would be more appropriate for a workshop, whether the presenter is a member of MLA or not. It was moved by Michael Ochs, seconded, and carried unanimously that MLA pay fees to the leader of an instructional workshop presented outside of the main conference, regardless of the leader's membership in the Association. Monetary support can include reimbursement for travel, per diem, hotel costs, and fees for professional services. The Education Committee would be responsible for negotiating the fees; it is assumed that market forces would be a strong factor in the setting of fee levels. Any donations of fees to MLA would, of course, be gratefully accepted.

C. Finance Committee. Jerry McBride, Chair.

### 1. Investments Subcommittee. Robert Curtis, Chair.

#### a. Recommendation on socially responsible

investing.

The Board discussed at length the recommendation of the Investments Subcommittee that MLA mutual funds, now restricted to "socially responsible" enterprises, be opened to all investment options, and the position paper submitted by Jerry McBride, recommending that MLA retain its practice of investing in socially responsible investment instruments and explore the possibility of engaging a financial advisor with expertise in this area. Discussion revealed strong points on both sides of this difficult issue. The restricting of MLA investments to socially responsible funds has been a practice rather than a formal policy, and the subcommittee has found that investments in these funds have not done particularly well on the whole. There are very few such investment funds available, and they are all comparatively small. MLA needs to diversify its investment options in order to increase the association's financial security. The subcommittee also expressed concern that socially responsible investing means different things to different people; in their study of the current funds they were not convinced that these funds are really more socially responsible than other options. On the other hand, the ethical concerns are very real to many MLA members, and changing the practice of investment in socially responsible enterprises should not be taken lightly. The literature is very mixed as to the profitability of these funds. The Board approved the recommendation of the Finance Committee that MLA mutual fund investments be open to all investment options, with 5 (five) votes in favor, 2 (two) against, and 2 (two) abstentions.

The Board unanimously approved the recommendation of the Finance Committee that the MLA investment in Parnassus Mutual Fund remain unchanged (approx. 25% of Permanent Fund), that MLA's shares in Calvert Managed Growth, Calvert Global Equities, and Parnassus Income funds be sold, and that the remaining 75% of the Permanent Fund then be invested in the following Fidelity funds: Blue Chip (10%), Puritan (22.5%), Equity-Income II (10%), World Wide (25%), American Gold (4.5%), and Precious Metals (3%). The Fidelity family of funds has an A+ rating, and a very strong record. Each fund has a separate management team. The proposal represents a good distribution between aggressive and conservative investments.

## 2. Overages for Fiscal Year 1994/95.

a. The Board unanimously approved the Finance Committee's recommendation for approval of the following overages

in the 1994/95 operating budget:

- (1) 6.01 Subscription Services \$702.39
- (2) 9.01 Inventory management \$326.98
- (3) 9.07 Technical reports \$35.03
- (4) 9.08 Notes Index \$3,294.12

3. Budget for Fiscal Year 1995/96.

a. Overview.

The budget presented is a very lean one, with a projected balance of zero, and thus no room for significant overages. Projected dues income assumes that the membership level will remain as it is, which may be optimistic.

b. Procedural changes.

(1) The Finance Committee has changed the amount of an overage that the Treasurer is allowed to pay without approval from the President, Past-President, and Fiscal Officer from \$50 to \$100.

(2) Budget summary publication.

It was recommended by the Finance Committee that the annual budget summary be moved from the June issue of Notes to November-December issue of the Newsletter. The current plan makes distribution of this information very late. Inclusion in the Newsletter would be more timely, and seems a more appropriate place for this information. There might, however, be legal implications for dropping it from Notes, as a yearly financial statement of the organization may be a requirement. For now, the budget summary could be published in both places. After discussion, it was moved and seconded that the above motion be amended to read that the annual budget summary be published in the June issue of Notes and the November-December issue of the MLA Newsletter. The motion to amend carried with 7 (seven) votes in favor, 1 (one) vote against, and 1 (one) abstention. The Motion then carried unanimously as amended. The Parliamentarian was charged with investigating the implications of dropping the Budget Summary from Notes in the future.

c. Institutional Membership rate.

The Board unanimously approved the Finance Committee's recommendation that the institutional membership rate be increased from \$78 to \$82. Concern was expressed about increasing subscription rates for institutions, since many libraries are under pressure to drop subscriptions. It is hoped that recent decreases in MLA's institutional memberships have bottomed out, and a slight cost increase will not cause further

subscription losses. There are few options for generating the income needed to fund the programs of the organization.

d. Approval of the 1995/96 budget.

The Board unanimously approved the Finance Committee's recommendation that the fiscal year 1995/96 budget be approved as proposed.

McBride, Cassaro, and the rest of the Finance Committee were warmly thanked for their excellent work.

D. Program Committee.

1. 1996 meeting. The Board reviewed the report submitted by Jim Farrington, Chair.

a. Payment to speakers at plenary sessions.

MLA's current policy is to pay an honorarium, not a fee, in the amount of \$150, to non-members who serve as speakers during MLA meetings. The Board discussed the possibility of raising the amount of the honorarium, but concluded that to raise it enough to pay for bigger name speakers would increase the costs of the conference too much.

b. Plenary sessions.

(1) The scheduling of the MLA self-study "Town meeting" is problematic because of scheduling for George Soete, the consultant. He would need to be present at the plenary session, and also should meet with the Board. It was agreed that the plenary session could take place Saturday morning, and the Board would meet in a special session with him later on Saturday.

(2) The Board asked for clarification on the number of speakers planned for the multi-media session, and a more complete description of what is planned for that session.

c. Other scheduling questions.

Several questions were noted and will be reported to Farrington by Tsou. The Board needs to see a more fleshed-out program schedule at the June meeting. Tsou will request a fuller schedule by the end of June, and will distribute it for comments.

2. 1997 meeting. The Board reviewed the report submitted by Leslie Troutman. Some concerns were raised concerning the second proposed plenary session, "The Catalog in Your Future", that it might be too much a repeat of past programs. The concept should be expanded to include more broad-based issues on dissemination of information and system design.

Farrington, Troutman, and the Committee were warmly thanked for their hard work on both of these programs.

E. Publications.

1. The Board acted on two recommendations of the committee, submitted by Ruth Henderson, retiring chair.

a. Honoraria for authors.

It was moved by Jerry McBride, seconded, and carried unanimously that MLA pay an honorarium to authors, editors, or compilers of volumes in the Index and Bibliography and the Technical Reports Technical Reports series, at the time of publication. The pricing formula already in place would accommodate payment of an honorarium. The Publications Committee should work with the Fiscal Officer and the Treasurer to propose an appropriate range for such honoraria.

b. Sales of indexes. On the recommendation of the committee, the Notes Index and the new five-year MCB Index will be added to the renewal notices for their respective publications, to encourage sales.

2. Subcommittee on Reproduction of MLA Publications.

The Board reviewed the contract proposal from EBSCO to make articles from Notes available electronically through their service, as conveyed by Robert Acker, Subcommittee chair. It was moved by Steve Fry, seconded, and carried unanimously that the Board accept the proposed contract with EBSCO, and authorize the Subcommittee on Reproduction of MLA Publications to accept other contracts which fit the template now established by the Subcommittee, without further Board approval. The board will address the issue of electronic access to Notes annually to assess the impact on subscription levels. There is concern that increased electronic access to portions of Notes may undermine its subscription base, but electronic access is the current bandwagon that we probably need to get on.

## XI. Reports of Special Committees.

### A. Awards.

~} Dena Epstein Award.

The Board reviewed the questions submitted by Jean Geil concerning this new award.

a. Amount of award.

The Board unanimously approved the recommendation of the Finance Committee that the Epstein Award for 1996 be funded up to the amount of \$1,000. At the time of the award, the account will have been accumulating interest for a whole year. The Committee is hoping for interest earnings of at least 5%.

b. Definition of American music for this award.

The Epstein award committee requested the Board's input on this subject. The Board favored leaving the term undefined for the first round of applications, and asking the Committee to propose guidelines for the future.

c. Restrictions on use of funds.

The Board agreed that the statement used for the Gerboth Award will suffice for this award as well.

d. Reporting requirements.

The Board agreed that there should be some kind of report from the recipient at the end of the grant year. Any resulting publication should state that research was supported by the Fund, and a copy should be submitted to the MLA Archives.

Notice of the award has been placed in the May/June Newsletter. It was noted that it would be best for all award recommendations to come to the Board at their September meeting, but that schedule is not possible this year for the Epstein or Gerboth awards.

The Committee was congratulated on its progress.

B. Legislation.

The Board reviewed the report submitted by Bonna Boettcher, Chair, concerning several aspects of the committee's current work in the area of copyright. Gottlieb will explore with Boettcher the possibility of creating connections with other organizations such as ARL. Boettcher was thanked for her report.

C. Self-Study Steering Committee.

The Board reviewed the report submitted by Mary Wallace Davidson. The biggest issue for this project is funding. CLR priorities have shifted recently, and they may not wish to fund this project. Therefore, the committee has asked for \$24,000 from MLA funds to cover the costs of the survey, retreat, and consultant fees. This money could be borrowed from the Permanent Fund, and paid back later, though this goes against the policy already established concerning the Permanent Fund. There are various possibilities for reimbursing the Permanent Fund, including funding from other outside sources, and a possible special assessment from the membership. It was agreed that this project does need to move forward as planned. The Board unanimously accepted the recommendation of the Finance Committee that the Board undertake the plan that the Self-Study Steering Committee has outlined in their report.

It was also moved by Jerry McBride, seconded, and carried unanimously that as an extraordinary circumstance, in the

event that funding from an outside agency is not secured, \$24,000 be borrowed from the Permanent Fund for the Self-Study. A plan for repayment is to be recommended by the Self-Study Steering Committee to the Board at the fall Board meeting.

The Committee was thanked for undertaking this project in such an exemplary manner.

D. Preservation Committee.

[see XV.B. Old Business]

E. Reference and Public Services.

1. Information Sharing Subcommittee.

The Board reviewed the report submitted by Leslie Troutman and Geri Laudati, concerning the subcommittee's responsibilities for MLA-L, and the archiving of MLA-L activity. The requirement specified in the Interim Policy on Machine-Readable Records, that MLA-L should be archived thoroughly in electronic form, is problematic. MLA-L is already archived thoroughly at Indiana University, but providing a copy of the electronic files for the MLA Archives is not feasible for the subcommittee to undertake. Gottlieb will convey these concerns to the Archives Committee. The Subcommittee will need to work these issues out with Bruce Wilson. He should be added to the Subcommittee, ex-officio.

The Subcommittee was thanked for their report, and encouraged to keep working on these issues.

2. Reference Performance Subcommittee.

The Board reviewed the Music Reference Evaluation Proposal, submitted by chair Ruthann McTyre. This looks like an exciting and worthwhile project, but will involve a significant amount of money. There was also concern that problems could arise if the subcommittee were to approach outside organizations for funding on its own. It was moved by Michael Ochs, seconded, and carried unanimously, that requests for funding and contacts with external agencies for support of MLA projects and activities must be channelled through the Board. This policy will be communicated to committee chairs, and added to the Handbook.

After further discussion of the project proposal, it was moved by Laura Snyder, seconded, and carried unanimously, that the Board enthusiastically supports this project in principle, would like more information on budgeting and funding sources, and will consider the possibility of allocating MLA funds for the project in the next fiscal year.

F. Task Force to Examine the Structure of the BCC.

No report is forthcoming yet. Some members of the

task force are no longer able to work on this. Gottlieb will reconstitute the committee.

#### G. Resource Sharing and Collection Development.

The Board reviewed the report submitted by chair Brad Short, and especially noted the good news that the third edition of Basic Music Library is projected for publication in 1996. It might be beneficial to have this title on a more regular update cycle. The committee was encouraged to make recommendations on this question. ALA is interested in publishing this edition, and might be willing to help support future updates.

Short and the committee were thanked for their report.

### XII. Search Committees.

#### A. Convention Manager Search Committee.

The Board acted on the recommendations of the Search Committee, as submitted by Ned Quist, Chair.

1. It was moved by Judy Tsou, seconded, and carried unanimously, that Martin Silver be appointed Convention Manager to fill out the remainder of Joe Fuchs' term, effective July 1, 1995.

2. It was moved by Judy Tsou, seconded, and carried unanimously, that Susan Hitchens be appointed Assistant Convention Manager, effective July 1, 1995.

3. It was moved by Jerry McBride, seconded, and carried unanimously, that the Board formally ask Ned Quist to serve as Assistant Convention Manager for Fiscal Year 1996-97. This would be for the first year that Hitchens is Convention Manager.

### XIII. Joint Committees.

#### A. MLA/MPA/MOLA.

##### 1. Task Force on Music Publishers' Archives.

The Board reviewed the report submitted by Kent Underwood, Coordinator. The Task Force has fulfilled its charge, and requested disbandment. This was a very important project to undertake, and MLA should see that the work begun by the Task Force is continued.

### XIV. Representatives to Other Organizations.

#### A. ALA.

The Board reviewed the report submitted by Paula Matthews, including a draft of the "Video Roundtable Guidelines for the Loan of Video and Other Audiovisual Formats", and ALA's

"Goal 2000". Matthews was thanked for her report.

## XV. Old Business.

### A. Development Committee.

#### 1. Working Group on Endowed Funds.

The Board reviewed the three reports prepared by the Working Group on Endowed Funds (John Tanno, Chair): 1) Working Group on Endowed Funds: Final Report; 2) Dena Epstein Endowment Fund Guidelines; and 3) Kevin Freeman Endowment Fund Guidelines. These reports had all been presented at the Atlanta meeting, and all changes requested by the Board have now been incorporated. It was moved by John Shepard, seconded, and carried unanimously that the Board accept the final report of the Working Group on Endowed Funds, the Dena Epstein Endowment Fund Guidelines, and the Kevin Freeman Endowment Fund Guidelines. Copious thanks were expressed to the Working Group. It has now completed its work, and will be disbanded. The reports will become part of the files of the President, the Development Committee, and the Treasurer. Copies of the Fund Guidelines will also be provided to the committees administering the awards. These should be regarded as guidelines, not rules.

### B. Preservation Committee.

The Board discussed the draft proposal for an invitational seminar on preservation priorities for sound recordings, submitted by Brenda Nelson-Strauss, Chair. This is a very important area for MLA to be involved in. MLA was not included in a previous project supported by the Commission on Preservation and Access, which focused on the technological problems. Because of this, CPA may not be interested in funding MLA's proposal. It was suggested that the committee might look into recent discussions of "whole discipline preservation" to see if this approach might garner more interest. MLA also needs to be aware of what SAA and ARSC are doing in this area. Gottlieb will explore the possibility of establishing more formal liaisons with these organizations. It was also suggested that the budget in the proposal be trimmed, perhaps by dropping the honoraria for the participants.

## XVI. New Business.

### A. IAML-US.

The Board reviewed a letter from Ruth Henderson, President of IAML-US, inviting MLA participation in outreach programs designed to assist overseas libraries.

1. Donations of journals.

It was moved by Judy Tsou, seconded, and carried unanimously, that the Board support this project in principle, by assisting IAML in promoting the project among MLA members, and contributing back issues of Notes and other publications for distribution, depending on availability.

2. Bridge to Asia Foundation.

This organization would like to place an ad annually in the MLA Newsletter, soliciting donations of materials. The Board agreed that MLA could do this.

3. Fund for outreach activities.

The Board agreed that IAML-US should establish this fund, rather than MLA, but that MLA could help advertise it.

B. Future Board Meetings.

The fall Finance Committee and Board meetings will take place in New York City, September 28 through October 1. The Finance Committee meeting will begin at 2 p.m. on Thursday, Sept. 28. The Board meeting will commence at 2 p.m. on Friday, Sept. 29 and end at noon on Sunday, October 1.

XVII. Adjournment.

Judy Tsou was warmly thanked for her hospitality in providing the excellent local arrangements for the meeting. A motion to adjourn carried unanimously.

Submitted by Laura M. Snyder, Recording Secretary.

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Appendix I. New Policies Adopted by the Board.

"Index to CD Reviews" should not be mounted on World Wide Web Homepage. (VIII.C.3.)

Convention Managers are encouraged to pursue agreements with airlines for conventions. (IX.A.)

Mailing and photocopying of Job List transferred to MLA Business Office. (IX.B.)

Membership Subcommittee to solicit membership in MLA via MLA-L posting at least twice a year. (X.A.1.b.)

Fees may be paid to the leader of a workshop, regardless of

membership in MLA. (X.B.2.)

MLA Mutual Fund investments to be open to all investment options  
(X.C.1.a.)

Annual budget summary to be published in Notes and the  
Newsletter. (X.C.3.b.)

MLA will pay honoraria to authors of volumes in its monographic  
series. (X.E.1.a.)

Subcommittee on Reproduction of MLA Publications authorized to  
accept contracts for electronic access to Notes which fit  
established template. (X.E.2.)

Requests for funding and contacts with external agencies must be  
channelled through the Board. (XI.E.2.)

Appendix II. List of Board Actions to be Taken.

Action

By Whom

By When

1. Look at production schedule  
for Membership Handbook  
(V.E.2.)

Griscom

9/95

2. Acknowledge invitation to  
Midwest Chapter meeting  
(V.A.)



soon

3. Review appointment and record  
maintenance procedures for  
offices (VIII.A.2.)

Gottlieb,  
Shepard

9/95

4. Ask J. Henderson to inform  
Griscom of membership forms  
coming from MLA-L postings  
(X.A.1.b.)



soon

5. Report decisions to Education  
Committee (X.B.)



ASAP

6. Request full program schedule  
and distribute to Board for  
review (X.D.1.c.)



ASAP

7. Convey concerns about  
archiving of MLA-L to  
Archives Committee (XI.E.1.)



soon

8. Reconstitute Task Force to  
Examine Structure of BCC  
(XI.F.)



soon

9. Explore possibility of  
establishing formal liaisons  
with SAA and ARSC (XV.B.)





