

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
New York, NY, September 29-October 1, 1995

Friday, September 29: 2:00-6:00 pm; Saturday, June 3: 9:00 am-5:00 pm; Sunday, June 4, 8:30 am-12:00 noon.

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: Martin Silver (IX.B.)

I. Approval of Agenda.

A. The agenda was adopted with the addition of VIII.D.

B. Technical Reports, X.E.1. Convention program, X.F.4. MCB Study, and XI.B.1. Music Thesaurus Project.

C. The Board was welcomed to the New York Public Library by John Shepard. Thanks were expressed to Shepard and to Robert Marx, Executive Director of the Library, for extending their hospitality to MLA.

II. Recording Secretary's Report. Laura Snyder.

A. The minutes of the meeting of June 2-4, 1995 were approved with the following correction: page 14, X.E.1.a., line 4, delete extra iteration of "Technical Reports".

III. Parliamentarian's Report. John Shepard.

A. Handbook Changes Distributed. Shepard distributed corrected pages for the Handbook revisions approved at the June 1995 meeting, including sections II.A.5.c.2., III.C., and V.I.4.b.

B. Proposed New Handbook Changes. Shepard distributed draft revisions for section V.I.4. Awards Committees, including a revised text V.I.4.c. Procedures, with a proposed new numbering of that section to V.I.4.d., and the addition of a new section V.I.4.c. Dena Epstein Award Committee. It was moved by Mark McKnight, seconded, and carried unanimously, that the Board approve the alteration of section V.I.4.c. of the Handbook, and

its renumbering as section V.I.4.d. This change adds to the procedures of Awards Committees the requirement that recommendations be reported to the President prior to the fall Board meeting, to enable the Board to vote on awards in advance of the annual meeting at which they are given. This schedule will be in effect beginning with awards to be given at the 1997 annual meeting. In order to facilitate the new reporting schedule, publicity concerning winners of annual awards should also include announcements of deadlines and requirements for the next year's awards. It was moved by Steve Fry, seconded, and carried unanimously, that the Board approve the proposed addition to the Handbook, section V.I.4.c. Dena Epstein Award Committee, as revised.

It was noted that the Permanent Fund has recently been renamed the General Endowment. It was moved by Judy Tsou, seconded, and carried unanimously, that the Board recommend that every occurrence of "Permanent Fund" in the Handbook be changed to "General Endowment." Snyder will provide connections between these terms in the next revision of the Index to Board Policies.

C. Lengths of Terms for Editors.

1. Shepard reviewed the current policies for terms of office, as specified in the Handbook, and identified some areas of confusion and apparent disagreement. Currently, the term of editorship of Notes is specified at five years, but no term lengths are given for the other editors. This has led to some misunderstandings. There is also no requirement for annual review of editors, unlike the review now in place for Special Officers. In discussion, the Board agreed that the lengths of terms for editors should be left open-ended. The President should negotiate the expected length of term with a new editor at time of appointment. Editors should be reviewed annually at the fall Board meeting. The review process should not be viewed as a negative process, but rather as an opportunity for communication and commendation. The Parliamentarian will submit Handbook revisions to reflect these changes at the next Board meeting. Dates of appointment for editors will also be added to the Administrative Structure. Gottlieb and Griscom will see to this for current editors. It was agreed that the sentence "No appointee serves more than four consecutive years." in Handbook section II.B.5.a. is confusing in that context, and the information is duplicated elsewhere in the Handbook. Shepard will delete that sentence in the next revision.

IV. Treasurer's Report. James Cassaro.

The fiscal year 1994/95 Fourth Quarter/Year-End Reports were distributed by mail prior to the meeting. First Quarter-to-Date Reports for FY 1995/96 were distributed at the meeting, including Operating Budget, Supplemental Income, Endowment Accounts and Operating Budget Reserve.

A. Year-End Reports FY1994/95.

1. Overages in Expenditure lines.

- a. 6.01. Subscription Services: \$2147.16
- b. 6.02. Executive Secretary: \$81.38
- c. 6.03. Treasurer: \$120.03 (due to Travel line)
- d. 7.04. Development Committee: \$355.00 (brochure)
- e. 8.04. ALA: \$80.31 (due to Travel line)
- f. 8.06. Placement Service: \$62.79 (photocopying)
- g. 9.01. Inventory Management: \$322.85
- h. 9.06. Notes: \$951.21 (printing, contributing

editor's postage, salaries and photocopying; this was much lower than last year's overage of \$2,450)

- i. 9.07. Technical Reports: \$35.03
- j. 9.08. Notes Index: \$20.00 (Copyright fee)

2. Overview: Balance Sheet.

The Operating Budget for Fiscal Year 1994/95 begins the planned deficit cycle, the bottom of which indicates an increase in membership dues. Unfortunately, this deficit is occurring earlier in the budget cycle than it has in the past. Were it not for a last minute (June 30, 1995) deposit of ca. \$3,800.00 by Academic Services, the Treasurer's prediction of a \$17,000-\$18,000 deficit would have been right on target.

a. Income for fiscal year 1994/95 was \$301,407.16, or 90.13% of anticipated income. By comparison, this figure was higher than for the past several fiscal years, and breaks down into the following categories:

(1) Dues: \$114,123.69

(2) Sales: \$119,847.22

(a) Notes attained 83.23% of predicted income and continues the downward trend of the past several years.

(b) Mailing list sales: at 159.95%. These have consistently helped the operating budget.

(c) MCB: 84.40% (70% last year).

Subscriptions were at 96%; Index at 25.37%, and Cumulated Music Cataloging Decisions at 110.80%.

(d) Index and Bibliography Series:

123.37% (7% in 1993/94)

(e) Technical Reports: 87.16% (17% in 93/94)

(3) Meetings: Surplus balance has changed due to a registration refund of \$80.00 to a personal member who registered as such and also as an exhibitor. New balance is \$7,280.76. Income was 93.55% of that anticipated; expenditures were 89.46% of budget.

(4) Placement Service: 80.07% (94%, 93/94; 109%, 92/93)

b. Expenditures totaled \$315,964.39 or 94.99% of budget. This significantly higher than in past years, due to the increased programmatic aspects of the Association.

(1) Management Services, at 97.47%, is about par with last year.

(2) Program and Other Member Services expenses have increased dramatically.

(3) Publications: 97.90% (87% in 93/94)

(a) Inventory management was higher than last year due to a large increase in storage costs.

(b) Index and Bibliography Series: 49.61% (11% in 93/94)

(c) MCB: 76.17% (70% in 93/94)

(d) Newsletter: 87.63% (100% in 93/94)

(e) Notes: 101.03% (102% in 93/94)

(f) Technical Reports: 129.43% (40% in 93/94; this was due to change in editor position)

3. Balance for FY 1994/95 Operating Budget was (\$14,557.23)

4. Supplemental Income, at \$32,597.92, increased dramatically due to the establishment of the Epstein Fund. The active campaign by the Northern and Southern California Chapters to endow the Freeman Fund raised \$6,587 this past year. As such, the Endowment Account accumulations as of June 30, 1995 are: Gerboth, \$15,976.27; Duckles: \$17,906.11; Freeman: \$6,587.00; Special Endowments: \$28,100.00.

5. Investment Accounts.

No funds were drawn from the Calvert and Fidelity money market funds to meet year-end costs. The Permanent Fund increased in value by \$39,727.83.

a. At the end of fiscal year 1994/95 and the beginning of the new fiscal year, the Permanent Fund (now known as the General Endowment) was re-diversified. Calvert Managed

Growth and Global Equity Funds were closed, as was the Parnassus Income Fund. The amount invested was \$230,057 in the following manner: Fidelity Blue Chip: \$32,008 (10%); Fidelity Puritan: \$62,025 (19.5%); Fidelity Equity Income II: \$32,008 (10%); Fidelity Worldwide: \$80,016 (25%); Fidelity American Gold: \$14,400 (4.5%); Fidelity Precious Metals: \$9,600 (3%).

The Parnassus Fund retained 27.5% of the Permanent Fund monies or \$90,003 at the time of diversification. All investments were made in time to avoid load charges. The balance of \$24,000 was left in the checking account earmarked for the Self-Study costs approved by the Board at its last meeting. This surplus has been left out of the fiscal year 1994/95 balance sheet to reflect the actual performance of MLA finances. The \$24,000 has been bookkept as the first deposit for fiscal year 1995/96.

b. Awards Endowment Account. This account was valued at \$73,967.72 at the end of FY 1994/95. The interest accrued this past year was only \$1,833.93, which is still not enough to cover the \$2,350 needed for awards.

6. Operating Budget Reserve.

With this year's deficit budget, MLA's surplus has been lowered to approximately \$30,502.06.

B. Fiscal Year 1995/96 First Quarter-to-Date.

1. Operating Budget.

a. Income is at 44.40% overall, which is higher than last year (33%)

(1) Dues = 65.33%; last year at this time it was 68%. This is low compared to 1993/94 at 78% and 1992/93 at 76% at this point in the fiscal year. The numbers of members in the various membership categories are running parallel to last fiscal year, although retired and sustaining members have increased this year.

(2) Notes subscriptions = 31.48%, which is low. Last year at this point the rate was 37%; there is a marked downward trend from 59% at this point in fiscal year 1992/93.

(3) Sales of other publications are slow, with the exception of the Notes Index.

(4) Placement Service = 66.88%; higher than last year's 59.40%.

b. Expenditures = 23.67%, which is higher than the past three fiscal years.

(1) Program Expenses are already at 63.62%, compared to 47% in 94/95; subsidies to the US-RILM office and US

RISM have been paid out.

2. Supplemental Income. Currently at \$3,998.46, which is more than double the amount received by this point last year (\$1,441.79). These donations came with dues renewals.

3. Endowment Accumulated Principal.

As of September 25, 1995, the accumulated principal in the Awards Endowment Funds was \$41,830.38 and in the Special Endowment Funds was \$28,520.00, for a total of \$70,350.38. The Epstein Fund was reported in Special Endowments, but will be included in the Awards Endowment Funds from now on.

4. Investment Accounts.

No official notices of dividend accruals have yet been received, but the following figures were obtained by phone.

As of September 22, 1995:

a. Awards Account (Calvert): 2350.420 shares valued at \$77,399.33.

b. General Endowment: \$328,780.38, including:

(1) Parnassus Fund: 2382.297 shares

(\$89,407.61).

(2) Fidelity: \$239,372.77 total, including

Blue Chip (067.537 shares, valued at \$33,734.17); Equity Income II (1616.775 shares, \$34,130.12); Puritan (3893.262 shares, \$65,056.41); Worldwide (5944.725 shares, \$82,037.21); and Select: (American Gold: 639.432 shares, \$14,431.98; Precious Metals: 554.913 shares, \$9,982.88.)

C. Other.

1. MLA's tax return is now being prepared by its accountant, Preston Morris & Co. in Charlottesville, VA.

2. On August 8, 1995 a box of financial records covering 1987-1993 was sent to the MLA Archives.

~k The first annual report to the Epsteins is now in preparation.

Cassaro was warmly applauded for his excellent work.

V. Executive Secretary's Report. Richard Griscom.

A. Administrative Structure. After the June Board meeting, 100 copies of the updated Administrative Structure and the Official Calendar were mailed to everyone listed in the Structure. The most recent edition was mailed to the Board in mid September.

B. Membership.

1. Renewal forms were mailed out early in July with the Membership Handbook Update Form and a copy of the new "Giving to

MLA" brochure. The second renewal notice was mailed in mid August, and the final notice is scheduled for the end of September. In August, Gottlieb wrote a letter to be sent to the honorary members along with a renewal form and a copy of the new brochure. This mailing is sent each year to offer the honorary members the opportunity to participate as contributors to MLA.

2. So far, three of the four 1994 corporate members have renewed their memberships.

3. Three new sustaining members have been added, bringing the total in this category to four.

4. Fifteen new memberships have been processed since the last Board meeting.

5. Long-Term Membership Report. This was prepared by Griscom and distributed during the summer. Membership concerns were discussed later in the meeting. (See section X.A.1.)

C. Publications.

1. Griscom reviewed the report for fiscal year 1994/95, which was distributed prior to the meeting.

Several new titles were published in fiscal year 1994/95 including the Robert Valentine thematic catalog by Brad Young, Knowing the Score by Mark Roosa and Jane Gottlieb, Carl Rahkonen's World Music in Music Libraries, and Karen Little's Notes Index. The Index and Bibliography Series sold a total of 296 units during the fiscal year, bringing in \$6,403.70. The Young volume brought in nearly \$6,000 of this; the other titles generated \$500 in sales. The Technical Reports series sold 696 units, bringing in \$12,503.50. Sales were concentrated on the three newest publications, with the Roosa and Gottlieb volume selling well over the subscription base. The three new publications generated about \$10,500, and the rest of the backfile produced about \$2,000.

Music Librarianship in America sold twelve copies; 121 remain on hand. So far, the total income from that title is \$5,387.30, which is just \$212 short of breaking even.

43 copies of the Music Cataloging Decisions brought in a total of \$888. About 127 are on hand. 44 copies of the poorly selling MCB Index brought in \$848.93, but 570 copies remain in inventory.

The Notes Index has been selling briskly. As of June 30, 175 units had sold, bringing in \$4,614.00. 119 more have sold since July 1, probably in part due to having it listed on the renewal form. Total sales for this title as of August 31 were \$7,590. It was noted that institutions which subscribe

through agencies do not receive these renewal forms. Griscom will ask whether a flyer has been sent out to institutional members and subscribers. A reminder could also be put in the Newsletter.

Total sales for the year were 1,275 units, generating \$25,648.93. By comparison, last year's figure was roughly half, or \$12,117.17.

In discussion, it was suggested that back issues of some MLA publications should be marketed more aggressively at academic conferences where MLA exhibits.

2. Membership Handbook.

Accumulated corrections to the 1995 Membership Handbook were posted to MLA-L in mid July. Responses to the new edition have generally been positive, but there were several complaints about the smaller print and format. Griscom commented that you can't please all of the people all of the time and still bring out a membership handbook under budget. Five individual copies of the 1995 edition have been sold.

3. Brochures.

35 requests for brochures have been filled since the last Board meeting, with at least twelve more waiting to be filled. Many of these were the result of an announcement in Career Opportunities News.

4. Library School Directory.

Five copies have been sold since the Atlanta meeting, and five remain in inventory. Griscom will have another 25 copies printed soon.

5. MCB.

There has been a general improvement in receipt schedule over last year at this time, but it is still slow. It was also noted that the annual index for the 1994 volume was apparently not issued. The Publications Committee Chair will be asked to inquire about this. Griscom and Sherry Vellucci have completed a survey of members of the music cataloging community concerning MCB. Their report was submitted to the Publications Committee. [See X.F.4.]

6. MCB Index.

Griscom investigated the possibility of automatic billing for this in the renewal mailing for MCB, but Jim Henderson pointed out that only 1/4 of MCB subscribers receive renewal notices. The rest subscribe through an agency. In view of this, it was decided not to include the index in the renewal billing, but instead to plan for better advertising.

D. Contributors.

Griscom acknowledged 112 contributions to the Freeman Fund in late July. These had been delayed due to a miscommunication about who would be acknowledging them. He also acknowledged fifty contributions received with membership renewals through the 15th of September. The contributions came to a total of \$2,214, including \$230 to Duckles, \$420 to Epstein, \$525 to Freeman, \$360 to the General Endowment, \$91 to Gerboth, and \$588 unrestricted. A contribution at the \$1,000 patron level was also received.

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

VI. Past President's Report. Michael Ochs.

A. Chapters.

1. Chapter grants. The Midwest Chapter has been informed of its grant for this year. Publicity for next year's chapter grant applications should begin soon. Some chapters meet only in the fall and may wish to begin planning their applications.

2. Chapter Newsletter Distribution. Copies of chapter newsletters should be sent to the MLA Vice President/Past President, the Executive Secretary, and the MLA Archives. Most are now created in electronic form and could also be sent to the MLA Clearinghouse. Some are available on chapter web sites.

Ochs was thanked for his report.

VII. President's Report. Jane Gottlieb.

A. Administrative Structure. There have been relatively few new appointments since the last Board meeting. Gottlieb is currently working on formation of three search committees. The search committee for a new Executive Secretary is already in place, and notices will be out soon to invite applications.

The process for Roundtable renewals needs some fine-tuning.

B. Convention Manual. This important project has been stalled and needs to reach completion. Gottlieb and Tsou will try to obtain the most recent version and see that it is brought to the Board for approval at the Seattle meeting.

C. Web Site Task Force. Gottlieb suggested the appointment of a group to track Web resources of particular interest to MLA, and perhaps to develop an MLA Web site. In discussion, it was suggested that such a group might start by compiling a

"bibliography" of existing music library web sites, and then expand from there to web sites of other music organizations. The Board agreed that this should take the form of a Task Force reporting to the Reference and Public Services committee. The charge would be to look into the development of a homepage that would serve as a reference source for music libraries, and to submit a report providing recommendations for ongoing oversight of this project. Gottlieb will appoint the Task Force.

D. Gift Acknowledgements. Gottlieb noted that there have been a number of large contributions to acknowledge lately. Richard F. French's gift of \$1,000 was especially appreciated.

E. Notes Index. Karen Little was thanked for her work on this project. The index is an especially wonderful way to review the history of Notes and the many contributions to it over the years.

F. Corporate Members. Gottlieb has been working on recruiting new members to this category.

G. Other.

1. A report on liaisons to ARSC and SAA will be postponed to the February meeting.

2. The Joint Committee on MLA Archives will be meeting soon; the policy on archiving machine-readable records will be reviewed at that time.

3. There is now a list serve for ALA affiliates; Gottlieb, Griscom, and Matthews will be on this from MLA.

4. The Epstein award has been well advertised to a broad group of people.

Gottlieb was warmly thanked for her excellent report.

VIII. Editors.

A. Index and Bibliography Series.

The Board reviewed the report submitted by Deborah Campana, which included her official resignation. Heartfelt thanks were expressed for her work as series editor.

B. Newsletter.

The Board reviewed the preliminary report concerning advertising in the MLA Newsletter, submitted by Michael Rogan, Editor, and Susan Dearborn, Advertising Manager. It was noted that the motion made at the June 1995 meeting concerning advertising in the Newsletter was discussed in the context of generating income, but since the present proposal also calls for an increase in the frequency of publication, this would result in increased expenses beyond the income that would be generated by

the advertising. Several other questions are being raised concerning the Newsletter as well, which need to be considered following the MLA self-study. The ideas in this preliminary report deserve discussion in another context. Rogan and Dearborn will be encouraged to re-work this proposal in light of the current frequency and budgeting of the Newsletter, including possible advertisers, as it is not feasible to increase the frequency of publication at this time.

C. Notes.

The Board reviewed the report submitted by Dan Zager, Editor. Gottlieb reported briefly on the negotiation of the contract for the CD Index Cumulation with G.K. Hall. There have been some problems recently with errors in advertising and some delays in getting issues out. Zager is monitoring A-R Editions very closely on these problems. The Board thanked Zager for his excellent work, and especially for keeping costs down as much as possible.

D. Technical Reports.

The Board reviewed the report submitted by Sherry Vellucci, editor.

1. Publication Proposal.

It was moved by Michael Ochs, seconded, and carried unanimously, that the Board approve the proposal to publish Technical Report no. 25, "Cataloging Musical Moving Image Material: A Guide to the Bibliographic Control of Videorecordings and Films of Musical Performances and Other Music-Related Moving Image Material," edited by Lowell Ashley. After reviewing the budget proposal for this publication, the Board unanimously approved the recommendation of the Finance Committee that the price of Technical Report no. 25 be set at \$28.00 for non-members, \$22.40 for MLA members, and that 600 copies be printed.

The Board offered its congratulations to Vellucci for bringing out the first publication under her tenure as editor, and thanked the Finance Committee for its work on the budget proposal.

IX. Special Officers.

A. Advertising Manager.

The Board reviewed the report submitted by Susan Dearborn. It was noted that MLA's advertising income seems to have peaked in fiscal year 1993/94 and declined in the past year. Dearborn has been working with Dan Zager to resolve recent

advertising problems in Notes which were due to printer errors. Very hearty thanks were expressed to Dearborn for her excellent work.

B. Convention Manager.

The Board met with Martin Silver, Convention Manager, to review plans for the upcoming meeting in the Seattle Westin Hotel, February 5-11, 1996. Silver reported that the hotel is in an excellent downtown location, with plenty of inexpensive, fast food outlets nearby. Travel to the hotel will also be easy and inexpensive. The Local Arrangements Committee is working very hard, and has prepared an elaborate guide to local attractions. The meeting room arrangements look good, but audio visual equipment and food costs will be high at the hotel. Silver expressed great enthusiasm about Seattle as a meeting place.

United Airlines will be offering reservation services, with a 5% discount for restricted tickets and 10% discount for more expensive fares. MLA will receive one free ticket for every 40 reservations made through the program.

The hotel meeting rate will be available for 3-4 days before and after the official meeting period. It was suggested that the registration packet include information about exercise facilities available at the hotel.

Silver was thanked warmly for his excellent work, and for generously giving his time to take this job on.

C. Placement Officer.

The Board reviewed the report submitted by Elisabeth Rebman. It was noted that subscription numbers are currently on the increase. Rebman's proposed registration forms for the mentoring program were received very favorably, with the suggestion that headings for each be in bold-face for easy recognition, and that they also be made available via MLA-L soon after the conference mailing goes out.

Rebman was thanked for her excellent work.

D. Assistant Convention Manager.

Although the Board did not receive a written report from Susan Hitchens, Marty Silver reported on her behalf that she is currently working on exhibits for the Seattle meeting, and will begin working soon on the New Orleans meeting. The Board offered its support and thanks to her for taking this job on, and looks forward to working with her.

E. Publicity.

The Board reviewed the report submitted by Leslie Bennett.

1. Exhibits. It was noted that Paula Matthews, in her ALA report, commented that the MLA exhibit at the ALA meeting this summer looked very good.

2. Media coverage. The Seattle MLA meeting is not listed in either Library Journal or American Libraries. Perhaps Bennett could pursue these outlets for future publicity, along with others such as the AMS Newsletter, and others that might be appropriate. MLA should also try to get small informational articles about current activities into various publications. Gottlieb will contact the editor of Library Journal to see what kind of substantive coverage might be available there.

ALA has a web page which lists various associations. Paula Matthews, ALA representative, will be asked to look into having MLA added to this.

3. Press releases. These are prepared by Bennett, and reviewed by the President, the Executive Secretary, and the Publications Committee chair. This system is still being fine-tuned.

4. Mailings from other organizations. It was noted in Bennett's report that she has not been receiving all of the information from other organizations which she needs in order to plan for exhibits. Future publicity officers will need to work on getting their names added to the appropriate mailing lists very early in their terms.

5. Publicity Officer's Manual.

It was not known whether one is currently in place. All special officers should have manuals, which should be reviewed every two years. Copies should all be available in one place. Gottlieb will appoint an ad hoc committee of the Board to review the status of all documents pertinent to special officer positions.

Bennett was thanked for her enthusiastic and cooperative approach to this position.

F. Reappointment of Special Officers.

1. It was moved by Michael Ochs, seconded, and carried unanimously, that the Board reappoint the Advertising Manager, Placement Officer, Assistant Convention Manager, and Publicity Officer, each to another one-year term.

2. It was moved by Michael Ochs, seconded, and carried unanimously and enthusiastically, that James Cassaro be reappointed as MLA Treasurer for another year.

3. It was moved by Steve Fry, seconded, and carried unanimously, that the Board offer its enormous thanks to Dick

Griscom for serving as Executive Secretary with such distinction, and for continuing to the end of his final term. Griscom's successor will be appointed at the February 1996 meeting, and he plans to work closely with the new appointee in the transition.

X. Reports of Standing Committees.

A. Development.

1. Committee Report.

a. The Board reviewed the report submitted by Linda Blotner, Chair. One correction was noted, that MLA has committed to raise an additional \$5,000 for the Freeman Fund over what has already been raised by the California chapters, not to bring the balance of the fund to \$10,000. An e-auction is planned by the California chapters, with the first \$1,000 to be applied to the national campaign.

b. Silent Auction. It was suggested that it might be a good idea to alternate this event with other fund-raising strategies. The committee is encouraged to explore other possibilities.

2. Membership Subcommittee.

a. Membership Concerns: Discussion.

The Board reviewed the Position Statement submitted by Suzanne Risley, chair. The statement discusses the current state of MLA membership, and presents a number of possible approaches to building and broadening the membership base of the Association. In Board discussion of the document it was noted that the music library profession seems to be shrinking, and perhaps MLA needs to be more active in supporting the viability of music library positions. The character of MLA has been changing as well. Musicologists used to form a much larger portion of the membership, but have been dropping out in recent years. This may reflect changes in both musicology and music librarianship. A number of former members have moved into non-music positions in libraries, but may still have some interest in music librarianship. Could a different category of membership be created for those who have moved on? There are also a lot of music librarians who are not members of MLA; they need to be recruited more aggressively. Notes serves some important needs, but not the most pressing needs of many music librarians, especially those working in technical services areas. Could some other publications be developed to serve these needs better? Paraprofessionals are an important part of the music library work force and MLA should try to offer more support for this group.

Performers might also benefit from more awareness of MLA.

b. Status of the Subcommittee. The Board discussed the suggestion in Blotner's committee report that the Membership Subcommittee be made a full MLA standing committee. The recent decline in membership is currently one of the biggest concerns of MLA, and there might be some benefit to elevating the subcommittee to a committee. On the other hand, the functions of development and membership recruitment do need to work together. A membership standing committee could direct a task force to explore various options for membership, publications, etc. It was moved by Michael Ochs, seconded, and carried unanimously that the Board accept the recommendation of the Development Committee that the Membership Subcommittee become a Standing Committee, with the charge and structure to be made official at the next Board meeting. The Membership Subcommittee's charge will need to be revised to specify more active outreach and recruitment.

The Subcommittee was thanked for their thought-provoking report.

3. Working Group on Corporate Membership.

a. The Board reviewed the proposal submitted by Joseph Boonin, chair. The proposal called for establishing two levels of corporate membership, at \$700 and \$300, with different benefits. The \$700 level seems too high, given the fact that MLA has so few participants at the \$500 level. It was moved by Jerry McBride, seconded, and carried unanimously that the Board accept the proposed restructuring of corporate membership categories, with a change of the Corporate Patron level from \$700 to \$500. It was agreed that a brochure and form need to be developed on corporate membership, to distribute at meetings, send out with exhibit solicitations, etc. Responsibility for building corporate membership needs to be defined. Warm thanks were expressed to Joe Boonin and the Working Group for their efforts.

B. Education.

The Board reviewed the report submitted by Roberta Chodacki, Chair.

1. Pre-Conference Workshops.

Budget revisions have been made, as requested at the previous Board meeting. There was some concern expressed that the budget margin for the Copyright workshop is very small. The committee was thanked for their excellent work on these workshops.

2. Ask MLA sessions. The Committee is working on a more informal approach for these sessions. Their proposed

changes were commended.

3. Poster Sessions.

The Board reviewed the proposal prepared by Lois Kuyper-Rushing, for poster sessions at the New Orleans meeting in 1997. The suggested three sessions, with 15 presenters at each session, seems unrealistic. It would be better to start with one 90-minute session. If possible, it should not be scheduled against other events. Depending on the space available, it could be placed in or near the exhibit area, to help draw people to the exhibits. It should not interfere with the exhibits, however. The Board encouraged the committee to move forward with this plan. The first one in New Orleans should be considered a trial, and should be evaluated afterwards. Some concerns were raised as to the funding of these sessions, and what costs they might incur. Publishing the abstracts could be expensive; it was felt that these would not be necessary.

The Committee was thanked for its excellent work.

C. Finance. Jerry McBride.

1. Approval of budget overages. The Board unanimously approved the Finance Committee's recommendation for approval of the overages in the 1994/95 operating budget as reported by the Treasurer. These are outlined in section IV.A.1., above.

2. Investments. The Board unanimously approved the Finance Committee's recommendation that MLA invest in at least one socially responsible fund. Donors would have the option of directing their gifts to that fund. The division of investments which was put in place at the June Board meeting already provides for this division, but this was not stated as policy at that time. MLA members should be informed of recent changes in investment policy. The issue will be discussed in the annual report of the Investment Subcommittee, which will be published in the Newsletter. Gottlieb could highlight that in her Newsletter column. Information will also appear in the Board annual report, prepared by Snyder. Another, more visible report on these issues might also be appropriate later on. It was also noted later in the meeting that MLA needs a more clearly defined investments policy. There are various Board actions on record, but they need to be pulled together.

3. Corrections to fiscal year 1995/96 budget. McBride noted that in budget line 6.04, Convention Management, the e-mail line has been moved to the Assistant Convention Manager's budget. There was also an error in line 9.071. The amount \$650 should read \$605. \$45 was removed from miscellaneous charges (line

11.02) to balance the budget.

4. Honoraria for authors.

The Board unanimously approved the Finance Committee's recommendation that the honorarium to be paid to authors, editors, and compilers of single volumes in the Index and Bibliography and Technical Reports series normally be \$150. In discussion it was emphasized that this would apply to the principal author of a volume, not to all contributors to a volume which is a collection.

5. Convention Budget.

a. Overview. McBride reviewed the budget process for the convention budget. The finance committee looked at the expenditures first. These included a very large cost for A-V equipment. The first estimate was \$22,000, compared to \$4,000 spent last year. This caused the total costs to far exceed the projected income, unless registration fees were set very high. Jim Farrington, Program Chair, then worked very hard to find ways to reduce the A-V budget. It has been difficult to get reliable cost estimates from the hotel for this equipment, so final figures are not yet in place.

b. Budget approval. The Board unanimously approved the Finance Committee's recommended convention budget with the following fee schedule:

Early registration:	\$100
Students or 1-day reg.:	\$ 50
After January 3:	\$125
Extra banquet ticket:	\$ 40
Exhibit tables:	\$400
Program ads: full pg.	\$150
1/2 pg.	\$ 85
back cover	\$200
Preconference workshops:	
Copyright	\$ 85
Conservation	\$ 80

subject to renegotiation of AV expenses, in which case registration costs could be decreased.

The Finance Committee, the Program Chair, and the Convention Manager were thanked profusely for their hard work. It was noted that the current official calendar does not allow enough time for the Fiscal Officer to prepare the budget. Figures need to be received from the Convention Manager earlier. This will need to be clarified in the Convention Manual, and conveyed to the new Executive Secretary next June when the calendar is prepared.

McBride, McKnight, and Cassaro will review the convention budget in detail and review it with Silver.

D. Nominating.

1. The slate of candidates for the 1995 election was approved with 8 (eight) votes in favor, 0 (zero) votes against, and 1 (one) abstention. (Snyder was not present for the discussion or vote.)

2. It was moved by Michael Ochs, seconded, and carried unanimously that the Nominating Committee's recommendation for an MLA Citation be accepted.

The committee was thanked for their excellent work.

E. Program.

1. The Board reviewed the report submitted by Jim Farrington, Chair. The program schedule is a very full one, leading to some unavoidable conflicts. It was noted that Saturday night is the preferred night for the banquet, but this was not possible for the Seattle meeting because of the concert scheduled on Saturday evening. This information should be added to the Convention Manual. Comments on the final program will be communicated back to Farrington by Tsou. The final program copy needs to be proof-read carefully, ideally by someone not otherwise involved with its development. This will be added to the duties of the Executive Secretary.

Farrington was thanked for his hard work. This has not been an easy task.

F. Publications.

The Board reviewed the report submitted by Suki Sommer, Chair.

1. Basic Music Library. Gottlieb reported on the progress of this publication, which Elizabeth Davis has been coordinating. ALA has agreed to publish the third edition. Gottlieb, Sommer, and Davis will work on the contract details.

2. Index and Bibliography Series. Sommer noted in her report that Campana has questioned the continued viability of this series in its present form. This issue should be pursued further after a new editor is in place.

3. Ad Hoc Committee on Pricing of Publications. A draft Publication Planning Form was prepared by the committee for Board review. McBride reported on revisions which have already been suggested by the Finance Committee. Editors of series will submit this form with all proposals for publication. It was noted that the Finance Committee needs to know the projected publication schedule and costs for each fiscal year before the

annual budget process. This has led to some publications being included in the annual budget before they are actually approved by the Board, or have a publication schedule in place. It was moved by Mark McKnight, seconded, and carried unanimously that the Board adopt the Publication Planning Form as revised by the Finance Committee. The Publications Committee will be asked to discuss the timing of submission of these forms in view of the budget needs of the Finance Committee.

4. MCB. Sommer charged Sherry Vellucci, Richard Griscom, and Catherine Gerhart to review MCB. The Board reviewed the report prepared by Vellucci and Griscom from interviews with a cross section of music catalogers. There is potential for transformation of this publication, including possible electronic distribution of at least portions of it, and possible revamping as a quarterly cataloging journal. The Board agreed that since Gerhart's term will be ending next year, the search for a new editor should ideally lead to someone who will be able to pursue these possibilities.

Profuse thanks were expressed to this group for their excellent work on this amorphous project.

XI. Reports of Special Committees.

A. Ad Hoc Committee of the Board of Directors for the Special Achievement Award.

The Board unanimously approved the recommendation of the Ad Hoc Committee for the Special Achievement Award.

B. Bibliographic Control.

1. Music Thesaurus Project.

The Board reviewed the proposal submitted by Jennifer Bowen, chair of BCC, that the Board establish an MLA Joint Committee between MLA and the Music Thesaurus Project. It is very important for MLA to support this project and to have input into it. In discussion, the idea of making this a joint committee was rejected, because it would not be with another association. Establishment of a joint committee would imply a reciprocity and obligation for financial support which MLA is not prepared to provide. Instead, an advisory task force, perhaps under the auspices of BCC, could be established to provide ongoing support to the project. It was moved by Paula Elliot, seconded, and carried unanimously that the Board recommend creation of a Task Force to advise the Music Thesaurus Project. The charge will be edited by Gottlieb from the text provided in the proposal.

2. Other. Gottlieb reported on other recent communications from BCC.

C. Legislation.

The Board reviewed the report submitted by Bonna Boettcher, Chair.

1. ARL "Fair Use" Statement. It was moved by Judy Tsou, seconded, and carried unanimously that the Board endorse the ARL, et al., statement "Fair Use in the Electronic Age." Gottlieb will inform Boettcher of the decision, and write a letter to ARL to have MLA's name added to the list of supporters.

2. MLA Statement on Fair Use.

The Board reviewed the draft document submitted by the committee. This is a good statement which stops "walking on eggs" about fair use and focuses on practical aspects. There was concern expressed that some of the language might be a little too defensive. Gottlieb will convey the Board's approval, appreciation, and suggestions to make the language stronger. A statement such as this needs to be as strong as possible, but at the same time mindful of the supporters of MLA. This statement should be shared with the Music Publishers' Association before distribution. The document will be reviewed by the MLA/MPA joint committee. The final draft will be reviewed by the Board, probably at the Seattle meeting. Once final, the document could be distributed in a variety of paper and electronic forms. It should be made clear that this is a statement by MLA, and not a legal document. The question was raised as to whether other organizations such as MPA have come out with statements. It might be a good idea to allude to those statements in this document, to show that MLA is aware of them. The Board is pleased that the committee is working so hard on this project.

3. Web Page. David Farneth is working on constructing a web page for the copyright handbook which has been in preparation. This is a very good idea. The Board should review this and approve it before it is linked.

D. MLA Self-Study Steering Committee.

The Board reviewed the report submitted by Mary Wallace Davidson, Chair.

1. Funding.

It was moved by Jerry McBride, seconded, and carried unanimously that the Board accept the report of the MLA Self-Study Steering Committee, and approve their recommendation that the self-study be considered an appropriate use of MLA endowment funds and that expenses for the survey, the consultant, and the

retreat be charged to that source. The hope was expressed in discussion that the committee would still be able to obtain some outside funding.

2. Survey. At last report, the response to the survey was somewhat low. Reminder notices are being sent out, and the Newsletter will also highlight the survey.

E. Publications Awards.

The Board reviewed the nominations submitted by John Roberts, Chair.

It was moved by Michael Ochs, seconded, and carried unanimously that the Board approve the Publications Awards Committee's recommendations for awards to be given at the 1996 meeting. In his report, Roberts noted some differences in the wording of the Hill award between the MLA Handbook and the description in Notes. Shepard will look into this problem.

XII. Representatives to Other Organizations.

A. American Library Association.

The Board reviewed the report submitted by ALA representative Paula Matthews. Matthews was thanked for her excellent report and her incredible work in this position. Gottlieb will be appointing a new representative soon.

XIII. Roundtables.

A. Renewals.

1. Gottlieb has renewed the following Roundtables for another four years: Black Music Collections, Film Music, Jazz and Popular Music, and Women in Music.

2. The following are still in need of the six required support letters for renewal: World Music, Social Responsibilities, and Conservatory Libraries.

3. Several others are listed in the Administrative Structure as "to 1996", and will need to have letters of support for renewal. A deadline for this has not been set in the past; the President should have these before the June Board meeting, so that roundtables not renewed will not be given a place on the next year's program. It was moved by Paula Elliot, seconded, and carried unanimously that the Board recommend the addition to the Handbook that Roundtables are scheduled to expire at the end of the annual meeting listed in the Administrative Structure, and that letters in support of renewal must be received by the President by May 15 of that year. It was also noted that support letters should be substantive. They are important to delineate

the purposes of the roundtables.

XIV. Old Business.

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

The Board reviewed the report submitted by Joan Swanekamp, Chair. In discussion it was noted that there needs to be a more effective way to communicate cataloging issues to the community at large and to gain wider input for "official" MLA responses. The Board agreed that recommendation no. 3 of the report should be implemented immediately, that being the suggestion that more BCC open meeting time be used as a forum for the discussion of cataloging questions, rather than repetition of reports also given at subcommittee meetings. It was also agreed that, concerning recommendation no. 8, another roundtable is not needed, since there is now a Technical Services roundtable. It was also noted that representation by catalogers on the Board is important.

The Task Force was thanked for their work.

XV. New Business.

There was no new business.

XVI. Adjournment.

Jane Gottlieb and John Shepard were thanked for hosting the meeting. A motion by Judy Tsou to adjourn carried unanimously.

Submitted by Laura M. Snyder, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

Permanent Fund renamed General Endowment. (III.B.)

Editors to be reviewed annually at fall Board meeting. (III.C.1.)

Web Site Task Force established. (VII.C.)

Membership Subcommittee to become a separate Standing Committee. (X.A.2.b.)

Two levels of Corporate Membership established. (X.A.3.a.)

Poster Session to have trial at 1997 meeting. (X.B.3.)

MLA will invest in at least one socially responsible fund.
(X.C.2.)

Task Force to Advise the Music Thesaurus Project established.
(XI.B.1.)

ARL Fair Use Statement endorsed. (XI.C.1.)

Use of MLA endowment funds for self-study approved. (XI.D.1.)

Letters of support for renewal of roundtables are due to
President by May 15 of the year in which the roundtables expire.
(XIII.A.3.)