

MUSIC LIBRARY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Seattle, Washington, February 6-11, 1996

Tuesday, February 6: 2:00-7:15 pm; Wednesday, February 7: 9:00 am-5:15 pm; Friday, February 9, 5:00-6:00 pm; Saturday, February 10, 11:00 am-12:20 pm; Sunday, February 11, 8:00-10:50 am.

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

Incoming Board Members: Calvin Elliker, Marjorie Hassen, Mimi Tashiro, Diane Parr Walker.

Guests: Michael Rogan (VIII.B.), Dan Zager (VIII.C. and XII.A.), Sherry Vellucci (VIII.D. and XII.B.), Susan Hitchens (IX.B.), Beth Rebman (IX.C.), Leslie Bennett (IX.D.), Jim Farrington (X.D.1.), Leslie Troutman (X.D.2.), Geraldine Ostrove (XI.A.2.), Lenore Coral (XIII.B.)

I. Approval of Agenda.

A. The agenda was adopted with the addition of VIII.E. MCB Editor, and X.C.2. Investments Subcommittee [i.e. X.C.3. in minutes]. Gottlieb welcomed newly elected Board members Diane Parr Walker, Calvin Elliker, Marjorie Hassen, and Mimi Tashiro.

II. Recording Secretary's Report. Laura Snyder.

A. The minutes of the meeting of September 29-October 1, 1995 (New York, NY) were approved with the following corrections: page 8, VII.B., revise second sentence to: "Gottlieb, McKnight, and Tsou will obtain the most recent version, revise it, and bring it to the Board for approval at the Seattle meeting." Page 13, X.C.3., revise third sentence to: "The amount \$605 should read \$650." Snyder distributed the revised Index to Board Policies, updated to include policies made in 1995.

III. Parliamentarian's Report. John Shepard.

A. Handbook Changes.

Shepard distributed replacement pages for the Handbook revisions approved at the September 1995 meeting.

B. Proposed Handbook Changes.

1. Shepard reported that the change to section II.B.5.c., adding a provision for annual review of editors, had not yet been completed. In discussion it was agreed that a separate section needs to be added for editors.

2. Shepard distributed draft revisions for sections V.H.6.b. and V.H.6.c. which update procedures of the Program Committee to reflect current practice and guidelines in the Convention Manual. It was moved by Judy Tsou, seconded, and carried unanimously, that the Board approve the changes to Handbook sections V.H.6.b. and V.H.6.c.

3. Other proposed Handbook revisions. Shepard noted a number of other sections needing revisions to clarify procedures or reflect current practice.

a. Section V.I.4.d., Procedures, applies to all awards committees, and should be cast in the plural and moved to the beginning of V.I.4.

b. Section V.I.7.a., Sound Recordings Preservation Subcommittee, should be deleted; this subcommittee no longer exists.

c. Section V.I.9.a., Information Sharing Subcommittee. It was moved by Stephen Fry, seconded, and carried unanimously that the Board approve the addition of a final sentence to Section V.I.9.a. Information Sharing Subcommittee: "The Subcommittee shall also include a liaison with the Joint Committee for the MLA Archives."

d. Section VII.A., Authorization of Roundtables. It was moved by Judy Tsou, seconded, and carried unanimously that the Board recommend the following addition after the second sentence of Section VII.A. of the Handbook: "The letters are due to the President by May 15 of the year of expiration." This section of the Handbook will also be modified to reflect other issues discussed by the Board at the September 1995 meeting. [See section XIII.A.3. of those minutes.]

e. Inconsistencies in Board Documents. Shepard noted that there are several instances where the Handbook and the Administrative Structure present differing versions of committee charges or descriptions of MLA awards. In general, the Handbook is the more authoritative version. Adding to the confusion, however, is the fact that not all Board members currently have the same version of the Handbook. An ad hoc committee, consisting of John Shepard, Steve Fry, and Diane Parr Walker, will work on bringing the documents into agreement, and then make

sure that all Board members have the correct version of the Handbook. The committee will report at the June Board meeting.

f. Procedures for revision of Handbook. It was noted that the current procedure for updating the Handbook is cumbersome and takes a long time for completion. A change is initiated at one Board meeting, a draft revision is brought by the Parliamentarian for Board approval at the next meeting, and the final revision is distributed at the following meeting. This could be streamlined by having the final revisions distributed by mail soon after approval. The Ad hoc Handbook committee will be asked to work on this.

C. Amendments to the Constitution.

1. Article VI: Committees. An amendment to the constitution will be required in order to elevate the Membership Subcommittee to a Standing Committee. Shepard distributed proposed revisions to articles VI.A. and VI.B., and a proposed new article VI.H.

a. It was moved by John Shepard, seconded, and carried unanimously that the Board recommend adoption of the revision to Article VI.A. of the Constitution and By-laws as follows: The Standing Committees of the Association shall be the Development, Education, Finance, Membership, Nominating, Program, and Publications Committees.

b. It was moved by John Shepard, seconded, and carried unanimously that the Board recommend adoption of the revision to the first sentence of Article VI.B. of the Constitution and By-laws as follows: The Development Committee in cooperation with the Executive Secretary shall be responsible for promoting the interests of the Association through fund raising, public relations, and other outreach; and the addition of Article VI.H.: The Membership Committee in cooperation with the Executive Secretary shall be responsible for recruitment and retention efforts related to all categories of membership in the Association. The President shall designate one member to serve as Chair. Article VI. sections H.-L. will need to be re-lettered as I.-M. Both changes will need to be mailed to the membership for a vote, but that should wait until the final wording for Article X has also been approved.

2. Article X. Shepard noted that Article X does not currently call for review of proposed constitutional amendments, although the Handbook calls for Board review in section II.A.5.j. The Ad hoc Committee on the Handbook will look into this issue as well, and the Parliamentarian will bring a proposed revision to

Article X. of the Constitution to the June Board meeting.

3. Proposed article on investment policy. The Board reviewed a proposed amendment to the Constitution submitted by Ralph Papakhian, calling for the addition of a new Article X to read: "Article X: Investments. The Association shall place its investments in socially responsible financial instruments." It was moved by Mark McKnight, and seconded, that the Board accept the proposed amendment to the Constitution. The motion was defeated with 0 (zero) votes in favor, 7 (seven) votes against, and 1 (one) abstention. In discussion it was noted that there is currently nothing in the Constitution and By-laws which reflects policies of the Association. Inclusion of a specific policy statement such as this would set a precedent. Calling for a membership vote on the amendment would serve the purpose of bringing the issue before the members, but this may not be the best way to do that. The current investment policy, which includes retaining at least one socially responsible investment instrument, has already been communicated to the membership through the Board Annual Report, the Investments Subcommittee report, and the President's column in the November/December Newsletter.

Shepard was applauded for his work as Parliamentarian.

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

The Fiscal Year 1995/96 Second Quarter Reports were distributed by mail. Fiscal Year 1995/96 Third-Quarter-To-Date Reports were distributed at the meeting for the Operating Budget and Supplemental Income.

##### A. Overview: Mid-year Balance Sheet.

The 1995/96 fiscal year budget is performing better than the 1994/95 budget was at mid-year, even though the percentages of income/expenditures are somewhat different. The operating budget balance at this point last year was \$42,102.94. Dues income is lower, sales are higher, meeting income is higher, and Placement Service is lower. In the Other category, \$24,000 can be disregarded as it is balanced against the Self Study expenditures in line 6.148. Expenditures are higher this year than last in every category except for Publications. The Supplemental income continues to be strong, reflecting donations to the Freeman Fund, in particular the proceeds from the recent e-mail auction, and an additional donation to the Epstein Fund, by Mort & Dena Epstein, of \$2,500. Fluctuations in the General

Endowment Fund account for the lower gain of \$53,587.65 at the end of the Second Quarter, as compared to a gain of \$67,957.16 at this point last year.

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

This is the point in the fiscal year that either makes or breaks the Operating Budget. The surplus from the conference (hopefully meeting the planned \$5,000) should carry us through the rest of the fiscal year. The operating budget is performing quite well, and should either break even or be in the black at year's end.

1. Overages. There have been no overages in this fiscal year to date.

#### 2. Miscellaneous Lines (Second Quarter)

a. Expenditures Line 11.02, Miscellaneous Charges: \$87.98: bank charge for printing new checks and deposit slips.

#### 3. Overview.

a. Income is at 72.18% (FY94/95 at 70.74%); about par.

(1) Dues: at 88.07%; much lower than 94/95 which was at 93.98%.

(2) Sales: at 51.04% overall (94/95 at 50.02%; 93/94 at 52%)

(a) Notes and MCB subscriptions are still coming in.

(b) Sales of the MCB Index and Music Cataloging Decisions are virtually non-existent.

(c) Sales of volumes in the Index and Bibliography series and the Technical Reports series are down, reflecting no new publications yet this year.

(d) Income from the Notes Index and mailing lists seem to be carrying the Sales line of the budget, although income from the Index is dwindling; it may not attain its projected income before the end of the fiscal year.

(3) Meetings: 79.03% of budgeted income.

(a) Figure at the same time last year was 77.72%.

(b) Reported registration income reflects approximately 385 attendees as of 1/31/96. There has been additional income since then. Banquet income is double what was anticipated; program advertising is over the projection as well; there was one donation to local arrangements from an exhibitor: Gary Thal Music, Inc. (\$250). One local contribution has been received to date (Seattle Public Library, \$1,500.00); because of State of Washington requirements, the local contributing

libraries had to be "billed" for their contributions; "bills" were sent out on 1 December 1995. Almost all pre-conference registration has been received.

b. Expenditures are at 48.44% overall. (FY94/95 was at 55.01%.)

(1) Management Services: at 57.66%; higher than last year (54.59%), but about normal for a little past mid-year; membership mailings are always a guess, which explains percentages over anticipated expenses in management services lines; Self-study costs (line 6.148) reflect all bills received to date and include expenses for the retreat held in November, survey costs, consultant fees, etc.

(2) Program Expenses: at 67.75%; higher than last year (52.59%); most expenditures are due to the MLA/AMS Joint Committee on RISM (for which a subsidy of \$2,500 was paid out in the first quarter) and the RILM Office subsidy.

(3) Other Member Services: at 41.16%; much lower than last year (55.71%). Placement Service expenditures are showing the benefits of centralized printing and mailing via the MLA Business Office; expenditure is at 52.90% of budget, compared to 75.95% last year.

(4) Publications: at 59.69% of budget. This is substantially lower than last year (73.72%). Factors include:

(a) No series publications so far.

(b) No Notes Index expenditures.

(c) Lower MCB expenditures. Publication is behind again; the last bill received (January 3, 1996) was for the October 1995 issue.

(d) Notes is at 76.91% (lower than last year at this time: 78.99%); expenditures reflect advance payment for next issue costs.

(5) Meetings: expenditures have been minimal so far. Most expenditures will come later in the fiscal year.

### C. Supplemental Income (Third Quarter-to-Date)

#### 1~ Freeman Endowment Fund.

The fund has reached \$10,178.60; the national campaign to fully endow this award will commence with this annual meeting. [Award now endowed. See also X.A.2.a., below.]

2. A donation to the Duckles Fund of \$75.00 was received from Madeline Duckles.

3. The Epstein Endowment was given another \$2,500 this quarter, adding up to \$5,000 in additional donations this fiscal year. A matching challenge has again been issued by the

Epsteins.

D. Accumulated Endowments Principal.

The total Endowment Accounts accumulated principal at the end of the second quarter of fiscal year 1995/96 was \$75,202.98.

E. Investment Accounts.

1. As of 31 Dec. 1995, the total value of the MLA investment accounts was \$417,944.08 including \$11,133.92 in cash investment accounts, \$83,948.53 in the award endowment account, and \$322,861.63 in the Permanent Fund.

F. Mutual Funds Activity Report.

This report shows details of earnings (both capital gains and dividends) to date. Additional shares will be purchased by deposit after this meeting upon the recommendation of the Finance Committee and the Investments Subcommittee.

G. Awards Budget.

1. Awards are now to be paid from earnings on the Calvert Social Managed Growth Fund account. Previously half of the interest income was used to fund the awards.

2. Capital gains as well as dividends are part of the award endowment income to fund awards. This was the first year MLA received capital gains on this account. The total income to date is \$10,181.37, which is more than enough to fund the awards.

3. Awards will again be funded from the checking account, which will then be reimbursed from additional principal to be invested. This will avoid fees charged for redeeming shares, and the account will maintain earnings. The Investment Subcommittee is working to set policy on this, including procedures for when donations from the annual meeting are not enough to cover reimbursement of the checking account.

4. An additional \$4,777.60, representing contributions to the Awards Account, was invested on 15 January 1996. This purchased 155.927 shares at \$30.64 per share. The value of the account on that day was \$86,194.93, or 2922.853 shares at \$29.49 per share.

H. Other Activities and Business.

1. IRS 1099-MISC forms (and corresponding 1096 Form to IRS) were mailed on 27 January to 22 recipients of honoraria or wage payments for services that totaled \$600 or more for calendar year 1995.

2. Information for the annual report on the status of chapters for continuation of group exemption, due January 31, has not yet been received from any of the chapters. The report to the IRS is due March 31; Gottlieb and Walker will remind chapter

officers of this at the Chapter Chairs' Breakfast.

3. Cassaro is looking into whether honorarium income is reported to the IRS as "Nonemployee compensation" or as "Other Income." The former has implications for FICA tax; the latter does not.

4. The report to authorized budget expenders will go out after the annual meeting. Committees that request no budget and those who receive full quarterly reports will not receive quarterly authorized budget expenders' reports.

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

### A. Election.

The Fall 1995 election ballot included candidates for Vice-President/President Elect, Recording Secretary, and three members-at-large to the Board of Directors. Karen Little confirmed the spreadsheet tally of the ballots for this year's election on 15 December. 462 of the 944 ballots, or 48%, were returned within the postmark deadline. The return rate has usually been 50-55%. Three ballots were received late and one other was disqualified. The results were as follows: Diane Parr Walker was elected Vice-President/President-Elect; Laura Snyder was reelected to a second term as Recording Secretary; and Calvin Elliker, Marjorie Hassen, and Mimi Tashiro were elected as members-at-large to the Board of Directors for the 1996-98 term. On 22 December, the new Board members were added to MLABD-L. In late January, Griscom sent each a copy of the administrative handbook, the calendar, and the index to Board policies; Snyder sent copies of the Board minutes for the past two years.

### B. Administrative Structure.

Griscom distributed copies of the February 1996 Administrative Structure, which reflects the post-meeting Board structure, and other recent changes as of 20 January. Griscom will make further changes following the annual meeting and will then post it on MLABD-L. The next paper distribution will be at the June Board meeting.

### C. Membership/subscriptions.

1. Since the last Board meeting, a fourth Corporate member has been added: Educational Music Service. The other three are Otto Harrassowitz, Garland Publishing, and Oxford University Press. They have been acknowledged in the convention program.

2. 39 new memberships have been processed since the last Board meeting, bringing the total number of new members since the

Atlanta meeting to 82.

3. Griscom distributed copies of the MLA Growth Comparison, based on the 31 January figures from Academic Services. The total number of paid members and subscribers is 2,261, down 92 from last year and down 256, or about 10%, from 1992. The total of paid subscribers to Notes is 548, down 70 from last year and 178, or about 25%, from 1992. Total paid membership is at 1,713, down 22 from last year, and down 78, or only 4%, from 1992. Paid institutional membership is at 653, down 6 from last year and 31, or 5%, from 1992. Paid individual memberships are at 1,056, down 16 from last year and 51, or 5%, from 1992. During the past four years, MLA's greatest losses have been in Notes subscribers, where a quarter of the base has been lost.

#### D. Publications.

Griscom distributed copies of the Sales and Inventory Report for the first seven months of fiscal year 1995/96.

##### 1. New Publications.

One new publication has been issued since the Atlanta meeting: Karen Little's Notes Index. Because there have not been many subscription sales, activity has been relatively flat.

##### 2. Sales and Inventory Report.

In the Index and Bibliography Series, 21 units have been sold so far during FY 95/96, bringing in \$383.80. In comparison, last year at this time there were \$6,000 in sales, generated mostly by subscription sales of the Valentine thematic index. 747 units remain in inventory in that series. There have been 110 units sold so far this year in the Technical Reports series, bringing in sales of \$2,159.55. In comparison, last year sales in this series were nearly \$10,000, due to the publication of two new volumes. 904 units remain in inventory.

Two more copies of Music Librarianship in America have been sold, bringing in \$39.60. \$172.60 is still needed to break even on this title.

So far this year, 8 copies of the cumulated music cataloging decisions have been sold, and 119 remain in inventory. The black sheep of the inventory, the MCB Index #5, has sold 14 copies in this fiscal year; 556 copies remain.

The big seller of the year was the Notes Index, which has sold 189 copies, bringing in \$4,674. The total sales of the index amount to 364 copies with income of \$9,288, but more than 1000 copies remain in inventory. More advertising needs to be done for this title.

Looking at overall sales figures, so far this year, 354 units have been sold, bringing in \$7,871.45. Last year at this time the amount was \$17,000.

The subscriber base for MCB continues to decline. There are currently 734 subscribers.

3. Forthcoming publications.

Lowell Ashley's Cataloging Musical Moving Image Materials is due to the warehouse in March.

4. Handbook.

On 18 December, Griscom sent the front matter and revisions of members' entries to Jim Henderson. The 1996 Handbook will be almost identical to last year's. Marked-up proofs of the Handbook will be placed on the MLA publications table during the Seattle meeting for members to make last-minute corrections as necessary. The Administrative Structure will be sent to the printer after this meeting, to avoid some fees incurred last year for author's alterations.

One copy of the 1995 handbook has been sold since the September Board meeting, bringing the total to 9 since the Atlanta meeting.

5. Brochures.

Griscom has filled 63 requests for brochures since the New York City meeting, bringing the total since Atlanta to 132 requests. There is a sufficient supply of both the red and green brochures, and a small supply of the new purple fund-raising brochure. In order to cut costs, he has been including a photocopied membership form in the brochures.

6. Library School Directory.

Since the fall Board meeting, an additional 50 copies were printed of the 5th ed. of the Directory of Library School Programs in Music Librarianship. Five copies have since been sold, for a total of 18 since the Atlanta meeting. Griscom also received a request for a review copy from a career counseling journal. 47 copies remain in inventory.

7. Notes.

a. In January, Griscom asked Jim Henderson to instruct Haddon to remove Volume 49 of Notes from inventory. Only the most recent two years' issues are kept in the warehouse.

b. In late January, Notes 52/1 and 52/2 were submitted to the US copyright office.

E. Contributors.

1. Since the beginning of the Atlanta meeting, 197 contributions have been received, including: 130 contributions

to the Freeman Fund (\$5,309), 20 general contributions (\$1,049.91), 8 contributions to the Gerboth Fund (\$191), 8 contributions to the Duckles Fund (\$385), 15 contributions to the General Endowment (\$495), and 16 contributions to the Epstein fund (\$2,920, including a \$2,500 contribution from the Epsteins). There was also one general contribution of \$1,000 at the patron level. The total of contributions since Atlanta is \$11,349.91. The list of all contributors during and following the Atlanta meeting is printed in the convention program, and will also appear in the 1996 Membership Handbook.

2. Since the New York meeting, Griscom has acknowledged 15 contributions as well as 7 donations of materials to the Freeman auction. The auction itself brought in \$2,886.

F. Letterhead.

Griscom distributed the final draft of the 1996 letterhead. As soon as the new Executive Secretary is added, Griscom will have the new letterhead printed and distributed.

Griscom's excellent work on the 1996 program book was acknowledged, and he was very warmly applauded for his wonderful work as Executive Secretary for the last four years.

VI. Past President's Report.

A. Chapters. Past President Michael Ochs was not in attendance. Jane Gottlieb reported on his behalf that Ochs recently sent a letter out to chapter chairs concerning several items of chapter business. He has not been able to attend chapter meetings. Diane Parr Walker will try to revive this practice in her term as Vice President.

Ochs was thanked in absentia for his contributions during the past four years.

VII. President's Report. Jane Gottlieb.

A. New Board members. Gottlieb welcomed all new Board members, and announced the following Member-at-Large assignments: Calvin Elliker, Assistant Fiscal Officer; Marjorie Hassen, Assistant Parliamentarian; and Mimi Tashiro, Assistant Report Gatherer.

B. Administrative Structure. A number of changes have been reported on Board-L recently, and there will be more following the annual meeting. Some recent appointments include:

1. Web Site Task Force.

The charge was already approved in principle at the fall Board meeting and has now been finalized. Members of the Task

Force are Paul Cauthen (Chair), Rebecca Littman, Phil Ponella, Dick Griscom, and Suki Sommer as liaison from the Publications Committee.

There have recently been questions about what can be included on various web pages. Guidelines will need to be developed for making MLA publications available electronically.

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

Gottlieb has written the charge and appointed the task force. Members will be Michael Colby (Chair), Brad Young, Mark McKnight, Harriette Hemmasi, and a representative from LC yet to be named. This task force will report to the Bibliographic Control Committee. Several other BCC changes are in progress and will be reported later.

2. Membership. Gottlieb has been working with Linda Solow Blotner and Suzanne Risley on the charge of the committee, as it is upgraded from a subcommittee. This should be the body that takes on specific projects such as publicizing corporate memberships levels, etc. It needs to be a very active committee. The Executive Secretary should be an ex officio member, as should the Vice President/Past President, who serves as Chapter liaison. Because of the need for a constitutional amendment, it cannot become a committee until after the June budget process is completed, but its budget needs can be accounted for in its current subcommittee line.

3. Search Committees. A search committee will need to be appointed for a new Notes editor. [Done later; see X.E.1.]

4. Roundtables. Renewal procedures are working well. The following roundtables have been renewed this year: Black Music Collections, Film Music, Jazz and Popular Music, Social Responsibilities, Video, Women in Music, and World Music. There is still some confusion about how to handle co-coordinators. Roundtables should try to have just one coordinator for administrative purposes, though others may certainly participate actively.

#### C. Awards.

1. Gottlieb read the letter presenting the Special Achievement Award to John B. Howard, in recognition of his prodigious and extraordinarily creative work for the U.S. RISM Series A/II project.

2. MLA Citation. The Board admired the framed citation, commissioned by Paula Matthews, which reads: "In recognition of his distinguished service to music librarianship, the Music

Library Association awards this citation to its former President, Don L. Roberts, a dedicated and devoted leader of the world community of music librarians. His generous and broadly inclusive vision of musical life serves as an inspiration for all of us."

D. Other business.

1. Gottlieb wrote letters to more than 100 lapsed members; this effort resulted in some renewals, and seemed to be worth the effort.
2. Gottlieb has written to ARL asking to have MLA added to the list of organizations supporting their Fair Use statement.
3. Bruce Wilson has concerns about the archiving of MLA-L and Board-L. Griscom has been printing out hard copies of Board-L periodically. He has been acting as owner of that list; this will be turned over to the new Executive Secretary.
4. Gottlieb will be pursuing liaison relationships with the Society of American Archivists and ARSC, and will report at the June meeting.
5. The Board perused a copy of the Japanese translation of the report of the Working Group on Types of Compositions, sent by Ann Caldwell.

Gottlieb was warmly thanked for her excellent report and her inspiring leadership.

VIII. Editors.

A. Index and Bibliography Series.

The Board reviewed a letter recently sent to Gottlieb concerning errors in a series volume. Since this volume was favorably reviewed in Notes, Gottlieb will ask the reviewer and David Hunter to look at the problem in more detail.

B. Newsletter Editor.

The Board met with Michael Rogan, Newsletter editor.

1. Advertising in the Newsletter. There is no further report at this time. Rogan is working with Susan Dearborn on this.

2. Chapter Newsletter Editors' Breakfast.

Rogan reported that this was very successful. It fits in well with the initiatives for chapter development which are called for in the self-study. Rogan will send minutes of the meeting to Gottlieb.

3. Space for automatic notices in the Newsletter. The awards committees have asked for automatic, scheduled space for notices about award deadlines. This can be provided; awards

committee chairs are encouraged to report their deadline schedules to Rogan.

4. Notes Index order form.

Rogan will include this in the next Newsletter.

5. Term.

Rogan reminded the Board that his term will be ending in one more year. A search committee will need to be appointed to seek his replacement.

Rogan was warmly thanked for his excellent work.

C. Notes Editor.

The Board reviewed the written report submitted by Dan Zager, and met with him.

1. Budget and Schedule.

a. Zager predicted that Notes will be under budget this fiscal year. Some of this is due to recent refunds from A-R Editions for late penalties. Zager reported that Gary Aamodt has recently returned to A-R and the previous CEO has departed. He hopes that A-R will return to being a more collaborative partner.

2. Staff Changes.

a. Special thanks were expressed to Fran Barulich, who is stepping down as Music Reviews Editor. Darwin Scott has been appointed to succeed her.

b. Ruth Watanabe recently announced her wish to step down as compiler of the Music Received column. Zager reported that she has been preparing the list since 1967, for a total of 113 columns. Laura Snyder will take over the column, with assistance from others at the Sibley Library, beginning with the December 1996 issue.

c. Steve Yusko is working on finding a replacement for the Books Recently Published column.

3. Issue length.

Notes issues have now achieved the slimmer size that Zager has been working toward.

4. Cover design.

Zager has contacted a graphic designer at A-R editions and is investigating the possibility of a new cover design. This will be mainly a calligraphic change, rather than a different cover stock or illustrations.

5. Zager has indicated that he wishes to step down as editor at the end of his five-year term. Gottlieb later appointed a search committee for this position. [See X.E.1.]

Zager was thanked profusely for his excellent work.

D. Technical Reports Series.

Sherry Vellucci, Editor, met with the Board.

1. Lowell Ashley's volume is ready for publication, but has been held up due to problems with assigning an ISBN. Vellucci hopes that this will be resolved soon, so that the volume can be published by the end of March. This volume will sport an attractive glossy cover and a new format.

2. Several other manuscripts are in progress or under consideration. Some of these are practical works with possible market appeal beyond MLA.

Vellucci was thanked for her excellent work.

E. MCB Editor.

The Board reviewed the report submitted by Cathy Gerhart and thanked her for her work. Her term will end with the September 1996 issue.

IX. Special Officers.

A. Convention Managers.

The Board met with Susan Hitchens, Assistant Convention Manager.

1. Exhibitors.

All four Corporate Members were represented at the Seattle meeting. They were identified with printed ribbons on their name tags. In all, there were at least eight more exhibitors than last year, including four companies that had not exhibited at MLA before.

2. Future meetings.

a. Hitchens will be travelling to New Orleans soon, and will begin intensive work on next year's meeting.

b. A hotel needs to be identified for the 1999 meeting in Los Angeles. Work will need to begin on this soon.

3. Terms of Office.

Hitchens will become Convention Manager on July 1, 1996. Ned Quist has offered to serve again as Assistant Convention Manager for one year, beginning on that date.

Hitchens was thanked for her diligent work so far.

B. Placement Officer.

The Board reviewed the written report submitted by Elisabeth Rebman, and met with her.

1. Job List Subscription Level.

Subscriptions have decreased this year; it is difficult to determine whether this is due to electronic availability of the Job List.

## 2. Mentoring Program.

There were far more mentor volunteers than people requesting mentors. Of 43 first-time attendees, 12 requested mentors. This was not due to lack of advertisement of the program. Some of the first-time attendees were exhibitors; others may have had informal mentors from their own institutions. Those who participated in the program clearly appreciated it.

## 3. Other meeting activities.

a. The Placement Orientation has usually been associated with the interviewing workshop offered by the Personnel Subcommittee. For next year's meeting, Rebman would like to have it as a separate event.

b. Rebman also noted that her Placement table kept changing locations during the Seattle meeting. It would be better if this could be avoided.

c. The Board briefly discussed some ways to provide better orientation to MLA annual meetings. It may be time to repeat the Ask MLA session about MLA next year. A one-page information sheet could also be prepared.

Enormous gratitude was expressed to Rebman for her excellent work.

## C. Publicity.

The Board met with Leslie Bennett.

### 1. MLA exhibits.

a. Bennett has recently attended the SEM and CMS meetings, and has arranged for others to tend the MLA exhibits at AMS and ALA. She has not been able to arrange for exhibits at the Sonneck Society or ARSC meetings this year, but will try to exhibit at the ARLIS meeting. She is trying to assess where MLA will profit most from exhibiting.

b. Some MLA publications are not selling well. Could they be sold at a discount at conferences? Shipping books to a conference would be expensive, but could be done selectively. Displaying discount publication order forms at exhibits would be a less expensive alternative.

c. There need to be plenty of brochures available for exhibits. Supplies were exhausted early at the AMS meeting.

d. The exhibit needs to be made more attractive. Bennett was encouraged to draft a proposal for signage, etc. Elliot offered to assist with this project.

e. Bennett needs two copies of Chapter newsletters and other Chapter publications, for use in displays. Chapter officers will need to be reminded of this.

## 2. Advertisements and Outreach.

a. A Basic Music Library has just been published by ALA. It should be included in MLA displays. ALA will advertise it, but MLA could also publicize it in the Newsletter, on MLA-L, etc. MLA will earn royalties from the sales.

b. The mailing list for press releases needs to be updated. MLA publications also need to be advertised aggressively, especially in journals with which MLA has advertisement exchange agreements.

3. The possibility of establishing a Publicity committee was raised briefly. This is an interesting idea which should be considered in light of the self study.

Bennett was thanked for her enthusiastic work.

## X. Reports of Standing Committees.

### A. Development Committee.

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

#### 1. Planning.

The Committee plans to submit a proposal to employ an outside consultant, but would like to wait until the final Plan 2001 is adopted before working on a strategy for long-term development efforts.

#### 2. Current Fund Raising.

a. The Freeman Fund is now endowed (as of the end of the Seattle meeting), and grants may be awarded beginning next year. The Board is very pleased with the success of the campaign, spearheaded by the California Chapters. Gottlieb will appoint the Freeman Award Committee, in consultation with Tsou and Tashiro.

b. Silent Auction. Bonnie Jo Dopp has agreed to coordinate this again next year. It may need more table space than was available this year. It was also noted that exhibitor participation was down a little this year.

c. It was noted that fund raising tables at the annual meeting should have pledge forms available. There should be forms next year for all of the campaigns. Approximately \$2,000 needs to be raised by the end of the New Orleans meeting to meet the current matching fund challenge of the Epsteins.

The Committee was thanked for its report.

### B. Education Committee.

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

1. Music librarianship-related courses on the Internet.

This idea should be considered in light of Plan 2001.

2. Poster Session.

The Board reviewed the proposal submitted by Lois Kuyper-Rushing. The plan for two 60-minute sessions looks fine. There are a few problems with the proposed review procedures. The review needs to be coordinated with the Program Committee; perhaps the Program Chair should be on the review committee. The review committee itself should be an ad hoc committee, primarily from within the Education Committee, except for the Program Committee Chair.

Regarding the archiving of abstracts, it was noted that conference papers are not archived at present, so poster session abstracts would not need to be either, but this is an issue that the Program Committee and others need to look at.

The Board reviewed the two proposed alternative budgets, and accepted the first option in principle, calling for rental of bulletin boards. This will need to be included in the convention budget process.

The Committee was thanked for its report.

C. Finance Committee. Jerry McBride.

1. NISO dues are increasing from \$300 to \$1,000.

Gottlieb will try to negotiate a lower rate for MLA.

2. Publications in inventory.

The Board unanimously approved the recommendation of the Finance Committee, that the Publications Committee be asked to decide which monographs in the backlist should be targeted for increased publicity and which should be sold at discounted prices to reduce the number of copies in inventory, and attain additional income. The Publications Committee should determine the discount price on a case-by-case basis.

3. Investments Subcommittee Report.

The Board reviewed the report submitted by Robert Curtis, Chair. This has been a good year overall for MLA investments, though the Parnassus Fund has not been doing well. Communication between the Subcommittee and the Fiscal Officer needs to be strengthened. The Subcommittee needs to report to the Fiscal Officer, but this is problematic because of the frequent change in fiscal officers. This is also an area where the Handbook needs to be brought into line with current practice. The ad hoc Handbook committee will look into this. It was suggested that the Fiscal Officer could be made a voting member of the Subcommittee. The structure of the Subcommittee and other

policy issues should be discussed with the Subcommittee, and proposals brought back to the Board.

~ Cash Flow Issues.

A large sum is now paid for Notes in July, before dues income is available. The Board unanimously approved the recommendation of the Finance Committee, that \$40,000 remain in reserve for end-of-year cash flow and that the Investments Subcommittee recommend where these liquid assets should be invested.

5. Honoraria and Per Diem Rates.

The Board unanimously approved the recommendation of the Finance Committee, that honoraria and per diem rates remain unchanged for Fiscal Year 1996-97.

6. Fiscal Officer's Breakfast.

This event seems to be unnecessary, and will not be reinstated unless problems develop.

7. Publications Fund.

The Board unanimously approved the recommendation of the Finance Committee, that a Publications Fund be established outside of the operating budget to cover expenditures for monographic publications. The purpose of the fund is to provide seed money for production costs of the publications. Money would go into the fund when publications are proposed and budgeted, would be paid out as needed for production costs, and would be reimbursed from sales. Revenue beyond production costs would then go back into the main budget as income. Reporting will be tricky, but will allow budgeting to be more realistic. This plan will work particularly well for the two series, since there are subscriptions in place that cover production costs.

8. Dues Rates.

The Board unanimously approved the recommendation of the Finance Committee, for the following dues structure in fiscal year 1996-97:

Individual . . . . .	\$ 75
Institutional Member . . . . .	\$ 90
Student. . . . .	\$ 35
Retired. . . . .	\$ 45
Sustaining . . . . .	\$140
Associate. . . . .	\$ 55
Corporate. . . . .	\$300
Corporate Patron . . . . .	\$500
Notes subscription, Individual . . . . .	.\$70
Notes subscription, Institutional. . . . .	.\$80

With membership declining, and the Notes subscription level falling precipitously, MLA is losing income. The Committee looked at past patterns of dues increases and chose to return to a model which will keep pace with inflation. It is hoped that this increase will be sufficient for at least three years. The Membership Subcommittee may want to study the possible relationship between dues increases and membership levels.

The Board thanked the Finance Committee, and especially Jerry McBride, for his excellent work as Fiscal Officer for the past year.

D. Program Committee.

1. 1996 Program.

The Board reviewed the report submitted by Jim Farrington, Chair, and met with him. Enormous thanks are due to Farrington, as well as to Deborah Pierce (Local Arrangements chair) and Ned Quist for their extraordinary efforts to make the Seattle meeting a success.

2. 1997 Meeting.

a. Program.

The Board reviewed the report submitted by Leslie Troutman, Chair, and met with her.

(1) Plans are progressing for the plenary sessions. Possible speakers were discussed for the proposed "Catalog in Your Future" session.

(2) Internet connections.

Attempts to provide live Internet connections for programs caused many problems during the Seattle meeting. Connections are both costly and unreliable. Future local arrangements committees would be wise to recruit someone who can deal effectively with the technical aspects. Troutman suggested that "canned" presentations would often be much more effective for program sessions, and should be encouraged for future meetings. One ISDN line could be set up for e-mail and exhibit access, with canned demonstrations strongly encouraged for program presentations.

Troutman was thanked for her report and her terrific work so far.

b. Local Arrangements Committee.

The Board reviewed the report submitted by Laura Dankner and Robert Curtis, Committee Co-Chairs. Some of the duties listed as assigned to committee members are really the Convention Manager's job. Dankner was supplied with updated information from the draft of the new Convention Manual during

the meeting, so responsibilities should now be clearer. Dankner, Curtis, and the Committee were thanked for their report and their enthusiasm.

E. Publications Committee.

The Board reviewed the report submitted by Susan T. Sommer, Chair.

1. A Search Committee for Dan Zager's successor as Notes editor has been appointed: Suki Sommer, Chair, Ruth Henderson, and John Roberts.

2. Leslie Bennett will be working on more advertising for the Notes Index. The question was raised as to whether she might be able to track publication sales which result through meeting exhibits.

Sommer was thanked for her report.

XI. Reports of Special Committees.

A. Awards.

1. Dena Epstein Award Committee.

The Board reviewed the report submitted by Jean Geil, Chair.

a. Award.

It was moved by John Shepard, seconded, and carried unanimously, that the Board accept the recommendation of the Dena Epstein Award Committee, that the award be given to Dr. Norm Cohen, to compile a checklist of pocket songsters published in the United States between 1860 and 1899. It is exciting to see the number, diversity, and excellent quality of applications for the award. The Committee is to be commended for setting up the process so quickly and so well. This program is enabling MLA to reach a broader constituency than usual.

b. Other Recommendations.

(1) Questions have arisen concerning the new timeline, calling for award recommendations to be submitted at the fall Board meeting. Waiting until the annual meeting to announce the results would create a very long wait for the applicants, to the detriment of research plans, etc. Earlier notification would remove the surprise element from the annual business meeting, but might make it possible for recipients to attend the meeting or to send a letter to be read at the business meeting. [See motion in XI.A.2.b.(7), below.]

(2) Reporting Requirements.

Guidelines need to be developed. Activities supported by grant monies would not need to be completed within a

year. If the project extends beyond a year, an interim and a final report could be requested. The Committee should track projects through to completion.

(3) Coordination with the Gerboth Award Committee.

It is possible that a person could apply for both grants in the same year, but the sense of the Board was that one person should not be awarded both grants. The Chairs of the two committees should be encouraged to consult, to avoid possible duplication. Deadlines for the two awards should be coordinated, and the publicity for both should be taken over by the Publicity Officer.

(4) Definition of American Music.

The Board agreed that this should be left undefined for the time being.

(5) Expansion.

It would be good to enlarge the Epstein endowment as much as possible. There is a great need for this kind of research funding. Organizations and individuals outside of MLA might be included in fundraising efforts.

The Committee was thanked for its excellent work, with special thanks expressed to Dena and Morton Epstein for their vision and extraordinary generosity.

2. Walter Gerboth Award Committee.

The Board reviewed the report submitted by Geraldine Ostrove, Chair, and met with her during the meeting.

a. It was moved by Stephen Fry, and seconded, that the Board approve the Committee's recommendation for awarding of the 1996 Walter Gerboth Award. The motion was defeated, with 1 (one) vote in favor, 6 (six) opposed, and 1 (one) abstention.

b. The Committee brought up several issues in its report, which the Board discussed.

(1) Continuity. The Board agreed that continuity is important from one committee chair to the next. Committee files should be passed on to the next chair, rather than to the archives.

(2) Confidentiality. The Board agreed that confidentiality is important to the award process, but this should not prevent relevant communication from one committee to the next, or among current awards committee chairs when appropriate.

(3) Reporting. The Board accepted the recommendation of the Committee, that recipients of the Walter Gerboth Award provide a written report to the President a year after receiving the award, and every subsequent year until the

award money has been spent.

(4) Statistics. The Board accepted the recommendation of the Committee, that the Committee compile and maintain some statistics about applications, such as how many applications are submitted each year, and from what countries.

(5) Committee Charge and Official Description of the Award.

The Committee needs to have the latest version of the Charge. This will be dealt with by the Ad Hoc Handbook Committee. [See section III.B.3.e., above]

The definition of "in the first five years of his or her professional career" is often unclear, since many are now entering the field from other professional careers. It has also been noted that the award has not been drawing many applicants in recent years. The Board recommended that the Committee examine the original intent of the award, and present a position paper to the Board at the next annual meeting. It was also suggested that the Committee be encouraged to communicate suggestions back to non-recipients, and encourage them to reapply the next year, if appropriate.

(6) Publicity. The Board accepted the recommendations of the committee concerning publicity:

(a) The Publicity Officer should have the responsibility of publicizing the opening and closing of the application period as well as the winner.

(b) The editors of MLA publications where announcements of the opening of the application period are to appear each year should reserve space in advance in their designated issue(s), and should confirm with the publicity officer the text to be printed.

(c) Information on MLA's awards should be listed in a separate file in the MLA Clearinghouse, Web page, etc., and the addresses of these electronic sources should be published in every issue of the MLA Newsletter.

(7) Calendar.

It was moved by Judy Tsou, seconded, and carried unanimously, that the Board recommend that recipients of MLA grants, including the Epstein, Gerboth, and Freeman grants, be notified soon after Board approval of the awards at the Fall Board meeting. The Board agreed with the committee that the deadline for applications should be the same every year. The Gerboth committee should be encouraged to work closely with the Epstein committee.

The Committee was thanked for its excellent report and hard work.

B. Legislation Committee.

1. Fair Use Statement.

The Board reviewed the Fair Use Statement prepared by the committee and submitted by Bonna Boettcher, Chair. It was moved by John Shepard, seconded, and carried unanimously, that the Board approve the Fair Use Statement submitted by the Legislation Committee, as amended. This is a good, strong statement which summarizes the issues in a very effective manner. The MLA/MPA Joint Committee will review the statement at their meeting in April. After that, it should be made available in paper form. Publication in Notes would be one possibility. It should also be disseminated beyond the MLA membership, especially to public libraries. A brochure would be too costly, but the statement could be reproduced on a single sheet and made available for the MLA exhibit at meetings.

2. Copyright Web Page.

This is a very impressive tool. It is hoped that the bibliography can be kept current. The Committee is encouraged to submit a formal proposal to the Board at the June meeting to make the web page available to the public.

The Committee was thanked for its excellent work.

C. Self-Study Steering Committee.

1. Report.

The Board reviewed the report submitted by Mary Wallace Davidson, Chair. Consultant George Soete has been very helpful in this process. He facilitated the retreat, which was a very participatory process. Profuse thanks were offered to Davidson and the Committee for their extensive work.

2. Preliminary Discussion, Plan 2001 Draft.

The Board reviewed the draft Plan 2001, which had been distributed to the membership prior to the annual meeting, and commented on several points.

a. Publications. The perceived strength of MLA's publications, as expressed in the plan, is not currently evidenced in sales of those publications. It is interesting that proposals for new types of publications have come out of the self-study process, such as a basic manual series.

b. Outreach to other possible membership groups, such as ensemble librarians, might require additional programs to serve their needs.

c. Executive Office. The proposal to establish an

executive office does not deal with the potential weaknesses of this plan. Having such an office would be putting all of the eggs in one basket. It would be crucial to have the right person in this office, ideally a music librarian. Costs would have to be worked out, as would location. Many feel that there is too much of an East-coast slant in the organization. There is also a perception that MLA is too narrow in terms of involvement of people in MLA positions. Would having an executive office reduce opportunities for membership involvement, or free people from some tasks to allow for more meaningful involvement?

d. Public Library Representation. Public libraries are currently underrepresented in MLA; this is primarily because of the lack of institutional support.

e. System Vendors & System User Groups. There are system guidelines for music, but these need to be updated and disseminated more actively. The provision of product evaluations and recommendations may not be appropriate, though systems could perhaps be reviewed in the way books and other materials currently are. Visibility is very important in this area.

Vendors don't know what MLA really is. It was noted that system user groups feature some of the most heated participation by rank-and-file members. User groups are not technically part of MLA, but are overseen by the Automation Subcommittee. Perhaps the role of this subcommittee should be strengthened.

f. The Initiatives and Objectives may not be in the best order. For example, Initiative II (Fundraising and Membership) might better come before Initiative I (Increase and enhance visibility outside MLA), but the two really go hand in hand. Objective IB (stronger, proactive stance on issues) was seen as especially important in attracting and retaining members.

g. Initiative III. Continuing Education efforts need to be intensified. Current efforts need to be strengthened, and there should be more outreach to non-members. Chapters could play a role here, but this would be difficult for some of the smaller chapters.

h. Initiative IV. The role of the chapters could be a tricky issue. Could the national MLA assist the chapters more directly? Dues and services for the chapters could possibly be handled at the national level, but there might be some problems with this. Not all chapters currently have a clear sense of purpose. Chapters should be encouraged to discuss their identity and to work on a statement of purpose. The chapters need more guidance. There should be a manual for the chapter chairs. Some

chapters currently have manuals, but there should be some uniformity. At the same time, there needs to be flexibility to account for the different situation of each chapter.

i. Can MLA undertake this plan? It will require much work by the Board, committees, and others to implement. On the other hand, one Board member expressed the wish that the plan could be a broader vision of a higher profile for MLA.

### 3. Meeting with George Soete.

The Board met with consultant George Soete immediately following the Town Meeting of the membership to discuss the outcome of the public discussion, and plans for revision of Plan 2001.

#### a. Impressions from the Town Meeting.

(1) Major topics were chapters, membership, and the proposal for an executive office. The priorities in the Plan need to be reorganized. Chapters, in particular, were cited as of higher priority than given in the Plan.

(2) The Membership Subcommittee, now being upgraded to a Committee, will have a responsibility to strengthen outreach through the chapters. Outreach to paraprofessionals is also important.

(3) Financial implications came out clearly, including personal finance aspects as well as organizational constraints. Should a sliding scale of dues be considered?

(4) MLA is a self-effacing organization and needs to toot its own horn more.

(5) Many former members have left the music library profession to move on to other positions of authority. Is there a way to keep these people connected to MLA?

(6) There has been a decline in participation by musicologists in MLA, but there still seems to be interest at the AMS meetings. MLA needs to reach out more to other groups as well, such as dance librarians. Should MLA consider merging with another organization? Many current MLA members are not just music librarians, but serve a broader subject area. It might make sense to expand the organization to include other performing arts areas, but would MLA then lose its identity? It is also important to retain current members, and it would be difficult to expand programs at the annual meetings, which are already too full. Some suggested that MLA should reach out first to more music librarians, and offer first what it can already do well.

(7) Continuing education for non-members is important. This might be less costly to implement at the

regional level.

(8) There were some negative comments concerning the proposed Executive Office. This is listed in the draft as something that will be implemented; it should be recast as an item to be studied. Fear of change of the culture is an important factor in this issue. Volunteerism is seen as an important part of the current culture. Some may be assuming that this would be a bigger deal than it really would. The term "Executive Office" may connote more power than the position would have. "Association Administrator" might be a better term.

(9) Chapters.

Each chapter is very different. The structure of the current chapters needs to be examined. The initiatives of the Plan cannot be carried out effectively through the current structure. How independent do the chapters want to be? Some may need national support at this point.

(10) Is there anything that MLA should drop from its programs? Nothing substantial came out of the survey.

b. Revision.

Soete will be revising the document, in consultation with Mary Davidson and the Steering Committee. Further comments will be invited via MLA-L, to be returned to Mary Davidson by March 15. Any other Board comments should be sent to her by then too. The revised draft will be sent to the Board before the June meeting. Outgoing Board members will also receive copies and are encouraged to send comments to Gottlieb prior to the Board meeting.

## XII. Search Committees.

A. Executive Secretary.

Dan Zager, Chair, reported on behalf of the committee, which also included Linda Solow Blotner and James Cassaro. It was moved by Steve Fry, seconded, and carried unanimously, that the Board accept the recommendation of the Search Committee, to appoint Bonna Boettcher as Executive Secretary. The Committee was thanked for its fine work.

B. Index and Bibliography Series Editor.

Sherry Vellucci, Chair, reported on behalf of the committee, which also included Michael Fling and Leslie Troutman. It was moved by Judy Tsou, seconded, and carried unanimously, that the Board accept the recommendation of the Search Committee, to appoint David Farneth as Index and Bibliography Series Editor. Hearty thanks were extended to Vellucci and the committee.

### C. MCB Editor.

Dick Griscom, Chair, reported on behalf of the committee, which also included Ruth Henderson and Marguerite Iskenderian. It was moved by Judy Tsou, seconded, and carried unanimously, that the Board accept the recommendation of the Search Committee, to appoint Phil Schreur as MCB Editor. It was noted that the length of term and the annual review should be the same as for the other editors. The Committee was thanked for its excellent work.

## XIII. Representatives to Other Organizations.

### A. NISO.

The Board met with Lenore Coral, who reported on recent NISO activities. NISO is currently reviewing the standard for Standard Mark-up Language for music, and working on a new version of Z39.50. The ISMN is now being used by some European publishers, but not yet in the US. Work needs to be done with MPA on this. The International Standard for Library Statistics is to come up for review this year. Both IAML and NISO will be involved. Once these standards are established, they are reviewed every five years. Last time, MLA complained that printed music was not allowed to be counted separately. The question was not resolved then, and NISO published the standard as it was, on condition that MLA be represented on the Committee the next time the standard was up for review. Hopefully, MLA will make some progress on this issue. Gottlieb suggested that an article on NISO activities in the Newsletter might be a good way to make the membership more aware of these issues. Coral was thanked for her continuing diligence on MLA's behalf.

## XIV. Roundtables.

Tsou and Elliot reported on the meeting they had with roundtable coordinators. The coordinators like the autonomy and independence that roundtables currently enjoy, and expressed some fear of having that change. Many of the roundtables like to offer formal programs during annual conventions. This is not a problem as long as the speakers are MLA members or local people. Roundtables should not expect financial support to bring in outside speakers. They should also be encouraged to report program information to the Program Committee in a timely way. The culture of roundtables has evolved to fill an important need, and the coordinators are very enthusiastic about what they are doing. Attendance at the coordinators' meeting was very good.

## XV. Old Business.

### A. Convention Manual.

Judy Tsou, Ned Quist, and Mark McKnight have worked on the Convention Manual to bring it up to date. It now includes a detailed timeline for each section. The Program Committee section needed a lot of work; Jim Farrington also reviewed this section. There were some particular problems with the timeline for the Program Committee. The Board had asked for preliminary budget information one year prior to the meeting. This has not been feasible, but the committee should report any unusual expected costs when a session is proposed. The Board would also like to see a full schedule by the June meeting, but not all committees are able to submit their information by then. It was clarified that while the full program content does not yet need to be in place at that time, the Board must still receive a draft schedule with as much information as possible by then. The Manual still needs some review by the Convention Manager and others. Tsou will then turn the project over to McKnight. Gottlieb, Walker, and Fry will then review it, and McKnight will oversee its completion.

Tsou, McKnight, and Quist were thanked for their hard work on this project.

### B. Reference Performance Subcommittee.

Gottlieb reported on the subcommittee meeting that she attended at the invitation of Ruthann McTyre, Chair. The Subcommittee had submitted a proposal for a Reference Service Survey to be carried out in music libraries, at a cost of about \$7,000. Funding was not available at that time. The Subcommittee has since been able to raise \$2,000 in funding commitments from their local institutions, and has compiled a list of possible outside funding agencies to contact. It might be possible to find a foundation to help fund this project; on the other hand, MLA should be careful not to dilute its effectiveness with a lot of small requests. Funding might be possible from the MLA budget, especially if the costs could be spread over two budget years. It was noted that MLA has funding available for chapter projects, but not for committee projects such as this. Perhaps the Finance Committee could look into this. The Subcommittee is encouraged to submit the proposal again.

## XVI. New Business.

A. Future Board Meetings.

1. The next Board meeting will be held in Denton, Texas, May 31 to June 2, with the Finance Committee beginning on May 30.
2. The Fall Board meeting will be held either in Rochester or Philadelphia, September 19-22 or September 26-29.

XVII. Adjournment.

Gottlieb and the Board extended warm thanks to outgoing Members-at-Large Jerry McBride, John Shepard, and Judy Tsou for their excellent work during the past two years, and to outgoing Executive Secretary Dick Griscom for his outstanding and untiring service for the past four years. 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.

Information Sharing Subcommittee to include a liaison with the Joint Committee for the MLA Archives. (III.B.3.c.)

Publications Committee to target monographs in backlist for increased publicity or price discounts. (X.C.2.)

\$40,000 to be kept in reserve for end-of-year cash flow. (X.C.4.)

Honoraria and per diem rates unchanged for FY 1996-97. (X.C.5.)

Fiscal Officer's Breakfast discontinued. (X.C.6.)

Publications Fund to be established. (X.C.7.)

New dues rates for FY 1996-97. (X.C.8.)

Canned presentations rather than live Internet connections preferred for program sessions. (X.D.2.a.(2))

Epstein and Gerboth awards procedures clarified. (XI.A.)

Approved Fair Use Statement prepared by Legislation Committee.  
(XI.B.1.)