

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Denton, Texas, May 31-June 2, 1996

Friday, May 31: 2:15-5:45 pm; Saturday, June 1: 9:00 am-6:00 pm; Sunday, June 2: 9:00-10:45 am.

Present: Bonna Boettcher, James Cassaro, Calvin Elliker, Paula Elliot, Stephen Fry (Saturday & Sunday), Jane Gottlieb (presiding), Marjorie Hassen, Mark McKnight, Laura Snyder (recording), Mimi Tashiro, Diane Parr Walker (Friday & Saturday).

I. Approval of Agenda.

A. The agenda was adopted with the addition of X.A.2. Membership Subcommittee, XI.C.2. Meeting on Fair Use of Music Materials in the Digital Environment, and XV.A. Basic Music Library.

II. Recording Secretary's Report. Laura Snyder.

A. The minutes of the meeting of February 6-11, 1996 (Seattle, Wash.) were approved with the following corrections: page 2, III.C.1.b., lines 3 and 5, revise wording to "in cooperation with the President and the Executive Secretary" in each instance; page 4, IV.E.1. line 3, change "Permanent Fund" to "General Endowment".

III. Parliamentarian's Report. Stephen Fry.

A. Proposed changes to MLA Constitution and Bylaws.
1. Fry distributed draft changes to Article VI. Committees, and Article X. Amendments. The proposed changes to Article VI are to change the Membership Subcommittee to a Standing Committee. The proposed changes to Article X would bring the Constitution in line with current practice concerning amendments, as specified in the Administrative Handbook. It was moved by Steve Fry, seconded, and carried unanimously, that the Board accept the proposed changes to Articles VI and X of the Constitution and Bylaws, as amended. A ballot including these changes will be included in the November 4 election mailing, with a cover letter to be composed by Fry and Gottlieb.

B. Proposed changes to the MLA Administrative Handbook.

1. Fry distributed draft changes to sections II.E.13.c.,

V.F., V.H.2.a., V.H.4.b., V.I.4.a.-d., V.I.5., and V.I.9. These changes had been identified and drafted by the Ad Hoc Handbook Committee (Fry, John Shepard, and Diane Parr Walker, Chair) to resolve inconsistencies between the Handbook and the Administrative Structure, and to streamline revision procedures for the Handbook. The Board will review the draft changes in detail and report any corrections to Fry. Gottlieb and Walker will do a final review of the draft before the new version of the entire Handbook is sent to the Board and to all special officers. Relevant sections of the Handbook are sent to new committee chairs on appointment, and should be passed to successors as people leave office. The entire Administrative Handbook is also available electronically through the MLA Clearinghouse. Titles of publications, which have been italics or underlined, will be changed to all upper case for greater clarity in the electronic version. The Handbook is the essential document for operations of the Association and should be kept consistent and up to date.

Profuse thanks were expressed to the Ad Hoc Committee, especially to John Shepard for continuing to work on this after his term on the Board had ended.

IV. Treasurer's Report. James Cassaro.

The Fiscal Year 1995/96 Third Quarter reports were distributed by mail prior to the meeting. Fiscal Year 1995/96 Fourth-Quarter-To-Date reports were distributed at the meeting for the Operating Budget, and Supplemental Income.

A. Budget Overview.

At the end of the third quarter, the 1995/96 fiscal year budget was running well below that of the 1994/95 budget. The gain at this point was \$53,580.21, compared to \$106,400.45 in 1994/95. Overall, the third quarter shows lower income in all categories, except for Meetings, than the previous fiscal year, while expenditures are higher in all categories except for Other Member Services and Publications. However, in its own right, the budget this year seems to be doing well.

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

1. Overages.

a. Line 6.01. Subscription Services, in the amount of \$1,763.38, due mainly to expenditures in Mailing List charges (line 6.014), fed by overages in Membership mailings (line 6.013). As there will be one more billing from Academic Services

this fiscal year, there will be an additional overage in this line of approximately \$2,000.

b. Anticipated overage of approximately \$4,500.00 in line 6.02, Executive Secretary, due to expenditures in production of the Membership Handbook, and reprinting of the "Giving to MLA" brochure, which had not been budgeted for this fiscal year.

2. Review of 1995/96 Operating Budget to Date.

a. Income is currently at 86.40% of budget, not including a recent deposit of \$2,506.00 by Academic Services. The 1994/95 figure at this time was 86.68%.

(1) Dues: 91.44%; (98.55% in 1994/95)

(2) Sales: 71.59% overall; under projected income by \$40,122.17 (74.23% in 94/95, or under by \$37,866.28)

(a) Includes royalties in the amount of \$637.40 from UMI for distribution of Notes in microfilm.

(b) The Notes Index has not sold as well as anticipated; income is only at 61.48%.

(c) The MCB Index also did not sell as well as expected.

(3) Meetings: With all bills in and reimbursements accounted for, the Convention income stands at \$77,004.00; expenses were \$66,007.32. The surplus is now at \$10,996.68, compared to \$7,360.76 last year. This surplus should increase, as there are still some drayage payments due from exhibitors.

(4) Placement: Income is at 83.97% (78.87% in 94/95)

b. Expenditures are currently at 81.14% of budget overall, compared to 86.23% at this time last year.

(1) Management Services: 84.15%; higher than last year's figure of 80.63%. Additional expenditures will include Academic Services' final bill, travel for the June Board meeting, and the printing bill for the Membership Handbook. The self-study has been completed, and the final bills paid. \$2,854.55 remaining in line 6.148 will be reinvested in the General Endowment.

(2) Program Expenses: 86.37%, which is substantially higher than the 65.65% of last year. The Bibliographic Control Committee is slightly over budget, and the subsidy for the US RISM Office was higher this year.

(3) Other Member Services: 63.12%; much lower than last year (72.69%). Having the Job List printed and mailed by the Business Office has resulted in about \$500 savings in Placement Service costs.

(4) Publications: 73.66%, compared to 90.09% last

year. This is due in part to the lack of activity in the monographic series. There will be additional expenses in Inventory Management; fees were increased by 4% on March 1, 1996. Additional bills are expected for MCB, the Newsletter, and Notes before the end of the fiscal year. The Notes budget is currently at 89.63%, a marked improvement over last year (97.56%) due to better budgeting, and penalties charged to A-R for late mailing.

c. Prediction: As of May 24, 1996, the operating budget balance is \$19,136.18. Approximately \$21,000 in additional expenditures, and about \$7,500 in additional income should bring the final balance to about \$5,500 in the black.

C. Supplemental Income.

1. Royalties: \$51.27 received in the fourth quarter from Da Capo/Plenum Publishing for the series Earlier American Music.

2. Award Endowment Funds: \$3,327.00 was raised for the Freeman Fund at the annual meeting; some pledges are still outstanding. The total added to that fund this year to date is \$6,714.60. Smaller amounts have also been donated to the Duckles, Gerboth, and Epstein Funds.

3. Special Endowment Funds/General Endowment: little has been added in the fourth quarter.

D. Awards Endowments.

1. On May 7, 1996, \$3,717.00 was invested into the Awards Investment Account. This was the amount raised during the third quarter (\$6,067.00), minus the amount of the awards paid out (\$2,350.00). This process reimburses the checking account for the award expenditures. This investment purchased 120.369 additional shares in the Calvert Social Investment Fund, bringing the total to 3,063.621 shares. The value of the account on that day was \$91,050.82.

2. The reinvested dividend accrued during the third quarter was \$616.25.

3. Cassaro and the Finance Committee have recommended that the Freeman and Epstein awards for 1997 be set at \$1,500.00 each. This is a conservative amount based on dividend accrual, and under the rubric that a percentage of the dividend remain in the fund for management purposes. It is important to offer a slightly higher amount each year as the funds grow, but not such a large increment that the total value of the account might be compromised.

E. Accumulated Endowments Principal, Third Quarter.

The total amount at the end of the third quarter is \$81,269.98, compared to \$68,569.38 at this point in fiscal year

1994/95. This includes the Gerboth Fund at \$16,092.27 (\$15,976.27 last year), the Duckles Fund at \$18,276.11 (\$17,906.11 last year), the Freeman Fund at \$13,216.60 (\$5,952.00 last year), and Special Endowments at \$33,685.00 (\$28,100.00 last year). The latter includes the donation of an additional \$5,000 to the Epstein Fund over the second and third quarters.

F. Investment Accounts.

All of MLA's investment accounts show an increase in value, except for the Parnassus Fund.

G. Other Activities and Business.

1. The IRS has raised the mileage reimbursement rate to \$.31 per mile. MLA's reimbursement rate for fiscal year 1996/97 will reflect the same figure.

2. Chapter exemption forms were updated and sent to the IRS on March 23, 1996.

3. Cassaro is weeding out the Treasurer files, beginning with the investment accounts files. For mutual funds in which MLA is invested, only the current prospectus and annual reports will be retained. Other unnecessary files will be forwarded to the MLA Archives.

Cassaro was thanked sincerely for his fine monitoring of MLA's funds.

V. Executive Secretary's Report. Bonna Boettcher.

A. Administrative Structure.

Boettcher distributed copies of the current draft, asking that Board members review it for errors. Questions about committee memberships and appointments should be reported to Gottlieb. The revised version will be sent out, along with the Calendar, and will be added to the Clearinghouse. Outgoing Board members were removed from MLABD-L at the beginning of April. Boettcher has been in contact with Bruce Wilson concerning the archiving of MLABD-L correspondence. He would prefer both disk and paper copies.

B. 1996-97 Calendar.

Copies of the draft Official Calendar were distributed. Many dates remain relatively constant from year to year, while others are based on Board meetings and the annual meeting. In addition to an earlier 1997 annual meeting, the Local Arrangements committee has set a 10 December early registration deadline because of concerns about airline availability. This will require a 21 October mailing date for meeting materials. The election/ballot mailing will still be sent out in early

November.

C. Membership.

Boettcher distributed copies of the 1996 Membership report, based on information from Academic Services. Once again, there has been a drop in membership (-3.2%) and in the number of subscribers (-2.9%); the total drop is 3.1%. The most dramatic drop is in student membership (-26%) followed by institutional membership (-6%).

Since the Seattle meeting, MLA has added 12 new individual members, 3 institutional members, and 1 corporate patron.

D. Contract with Academic Services.

MLA's current contract with Academic Services expires on 30 June, 1996. Jim Henderson has proposed a no-change contract, which extends the current terms (including fees) for two years, to 30 June 1998. Thanks and appreciation were expressed to Henderson for the generous terms of this contract, and his excellent service on behalf of MLA.

E. Publications.

1. Brochures.

Since the Seattle meeting, 27 requests have been filled for a total of 1,111 brochures, including 570 green (music librarianship), 491 red (MLA), and 50 purple (giving). Most requests are from career centers updating their files; several requests have been received from students writing reports on music librarianship or studying career options. Several larger batches have been sent to MLA members for promotional use. The largest request was for 400 each of the red and green brochures, from the ALA New Members Roundtable, for use in packets for this summer's meeting. Working with the Development Committee, Boettcher plans to have all three brochures reprinted this summer. Revisions to the giving brochure are under way, so that they will be ready to include in the annual membership/renewal mailing. All of the brochures are outdated due to changes in awards, membership rates, giving categories, and Executive Secretary. Boettcher has been using inserts and label corrections in the meantime.

2. Membership Handbook.

The 1996 Handbook was scheduled for distribution on 1 April, but was delayed due to a problem A-R had with the advertising. Griscom updated the administrative structure following the annual meeting, and was also able to incorporate changes that members made to the proof copy during the meeting. This makes the production schedule very tight, but will be easier

next year with an earlier annual meeting. All bills are not yet in, but Jim Henderson has estimated total production costs at around \$6,850. With postage, it will probably run over budget by about \$1,500. As of 15 May, two additional copies of the Handbook have been sold.

3. Directory of Library School Offerings.

One copy has been sold recently; 45 copies remain of the most recent print run. Ray White anticipates a new edition by September. Since this is available on the Clearinghouse, and is updated biennially, Boettcher plans to print only 50 copies.

4. Other Publications.

No new Technical Reports or Index and Bibliography series volumes have been issued since the Seattle meeting. Seven Index & Bibliography and 33 Technical Report volumes have been sold from 1 February through 30 April. Twenty copies of the Notes Index have been sold during the same period. This will be advertised with the renewal mailing again this year. Other sales include two copies of Music Librarianship in America, four of Cumulated Cataloging Decisions, one MCB Index, and four single Notes issues.

F. Contributions.

\$3,412.33 has been received from 81 contributors since the Seattle meeting. Boettcher has acknowledged 76 of those contributions. Included in the total are: Duckles, \$125; Epstein, \$175; Freeman, \$3,020; Gerboth, \$10; General Endowment, \$10; and Unrestricted, \$72.33.

G. Miscellaneous.

1. Stationery. Boettcher still has a supply of sidebar and non-sidebar stationery, for anyone who needs more.

2. Labels. A set of Administrative Structure labels can be supplied if needed.

Boettcher was thanked for a great report, and a wonderful job in her first months in this position.

VI. Vice President/President Elect Report. Diane Parr Walker.

A. Chapter liaison activities.

1. Membership. Walker has attended meetings of the Pacific Northwest and New England chapters this spring. Time was devoted at each meeting to discussion of Plan 2001, specifically issues of chapter support. There needs to be increased activity in membership recruitment at the chapter level. The total membership in chapters is over 700; membership in the national MLA is 1,773. The Membership Subcommittee may want to look at

what the overlap in membership is between the chapter and national level.

2. Dues and support. Personal membership dues at the national level are currently \$75, while chapter dues are much lower, ranging up to \$15. Some chapters find it difficult to operate on such small budgets. Could chapter dues be increased? It is possible that some overhead costs could be saved by combining national and chapter dues, but this would be difficult given the current disparity in dues levels among the chapters. The chapter chairs may want to discuss these issues at their next meeting in New Orleans.

3. Member involvement. Concerns are often raised that the MLA Board and committee memberships do not represent enough regional variety, but it has been observed that the nine elected members of the current Board are from nine different chapters. Board members should act as informal liaisons to their own chapters, and should encourage others in their regions to participate actively in nominations and elections.

B. Chapter Grant Requests.

1. New England Chapter. The Board reviewed the grant proposal submitted by the New England Chapter, for \$552 to support current members who bring new members to the next chapter meeting. It was moved by Diane Parr Walker, seconded, and carried unanimously that the Board recommend funding of this request, as submitted by the New England Chapter. This is an innovative idea, which might work in other regions or at the national level as well. The Board expressed keen interest in this project as a model, and will look forward to seeing the final report on it.

2. Texas Chapter. The Board reviewed the grant proposal submitted by the Texas chapter, for \$1,200 to enable them to carry out an oral history project in the chapter. It was moved by Diane Parr Walker, seconded, and carried unanimously that the Board recommend funding of this request, as submitted by the Texas Chapter. This is an important project; follow-through will be crucial. Coordination between the Oral History Subcommittee and similar chapter projects is ongoing, and to be encouraged. Resulting tapes will be housed in the MLA Archives.

3. Other Chapter business. Walker is planning one or two more Chapter visits in the fall. She reminded the Board of the upcoming Midwest Chapter anniversary celebration, to which all Board members have been invited.

Walker was thanked for her excellent report.

VII. President's Report. Jane Gottlieb.

A. Administrative Structure.

Recent changes have already been reported via MLABD-L. The Executive Secretary updates the Administrative Structure, and the Assistant Report Gatherer maintains the Activity Roster. Very recent changes include the resignation of Tim Cherubini from the Personnel Subcommittee, and Charles Coldwell stepping down as Chair of the Administration Committee. The latter committee and its subcommittees are in a state of flux at the moment. The Freeman Award Committee has been appointed, and has begun its work. An announcement concerning application procedures for the first awards has gone out. A Newsletter Editor Search Committee has been appointed, and the Notes Editor Search Committee has begun its work. The Nominating Committee is also at work, and welcomes input.

B. Follow-up from Seattle meeting.

1. NISO. Gottlieb has negotiated a lower dues rate for MLA, of \$400 rather than \$1,500. The previous rate for MLA was \$300. Pat Harris, of NISO, reported that they are very pleased that MLA has retained its membership, and that Lenore Coral has been actively involved in the work of NISO. In return for reduced dues, NISO is being offered a free full-page advertisement in Notes. NISO has also recently gone through a strategic planning process, and Harris and Gottlieb will exchange copies of their organizations' respective plans.

2. Society of American Archivists. Gottlieb contacted SAA to explore the possibility of appointing a liaison from MLA. This is a large organization that has been active on many issues of concern to MLA members, such as sound recording preservation. At the suggestion of Susan Fox, SAA's Executive Secretary, Gottlieb wrote a letter outlining MLA's request for a representative to SAA, or more informal connections if appropriate. She will report further when she hears back from them.

3. ARSC. This organization has also just completed a long-range plan. Gottlieb has discussed possible connections with them, and reported that a less formal relationship, rather than an official liaison, might be best in this case. She suggested that MLA might explore the model that ARLIS has in place, which is a North American Relations Committee comprised of members who regularly attend meetings of other organizations. [See also section XI.D.2.a.(1), below.]

4. Membership. Gottlieb has been working with Linda Solow Blotner, chair of the Development Committee, and Suzanne Risley, chair of Membership Subcommittee, to plan for changing the subcommittee to a standing committee. Gottlieb has also been working with Joe Boonin to recruit new members in the Corporate categories. MLA is very pleased to have PGM Recordings as a new Corporate Patron. The company specializes in early music recordings.

C. Other Activities.

1. MLA/MPA/MOLA. Gottlieb attended the recent meeting. Some of the publishers present expressed great satisfaction with the setup for exhibits at the Seattle meeting. Hearty thanks are again due to Susan Hitchens for her excellent work in this area. It is hoped that more publishers will be encouraged to exhibit at future meetings.

2. Fair Use concerns. Gottlieb attended the Music Industry Fair Use Conference, held in New York City on April 26, 1996. [See also section XI.C. below.] Gottlieb recently endorsed fair use guidelines for electronic reserves on behalf of the MLA Board. The Board might want to establish a policy where the President can lend endorsement to documents which have been reviewed by the Legislation Committee.

3. Roundtables. The following roundtables have been renewed through the year 2000: Archives, Conservatories, New Members, Organ, Technical Services, and Sheet Music. The requirement of six letters of support seems to be a valuable process.

4. Correspondence. Gottlieb recently acknowledged several contributions to MLA of over \$100. She also wrote a note of thanks to Matthew Buff for his article in the Newsletter on attending an MLA meeting for the first time, and a note of congratulations to the Canadian Association of Music Librarians on the occasion of their 20th anniversary celebration. A note of condolence was sent to the husband of Virginia Cunningham, after her recent death. Gottlieb shared with the Board letters of thanks received from Martha Ronish and Donald Burrows, recent winners of the Duckles award.

5. ALA. MLA should have increased visibility at the upcoming ALA meeting in New York. Gottlieb is hoping to host a small reception at the Juilliard Library for MLA members in attendance.

Gottlieb was thanked for her diligent work and fine report.

VIII. Editors.

A. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth, Editor. Paula Elliot's volume has been long delayed; it is still in progress and has been budgeted for the coming fiscal year. Farneth was thanked for his report; the Board looks forward to his continued work.

B. Newsletter Editor.

The Board reviewed the report submitted by Michael Rogan, Editor. Rogan's term will end during 1997. Funds have been budgeted to allow for some overlap with the new editor. Nothing concrete has been reported yet on advertising in the Newsletter. A very enthusiastic response was received for the Chapter Newsletter Editors' Breakfast at the Seattle meeting. Rogan was thanked for his report, and his excellent work.

C. Notes Editor.

The Board reviewed the report submitted by Dan Zager, Editor. He was very pleased to report that Notes will be under budget this year, though this is due in part to penalties paid by A-R for delays. A recent staff change is that Rebecca Littman has assumed primary responsibility for editing "Books Recently Published". Steve Yusko has agreed to continue to assemble the Library of Congress bibliographic data on which this column depends. Extreme gratitude was expressed to Zager for his excellent work, and for bringing Notes under budget.

D. Technical Reports.

The Board reviewed the report submitted by Sherry Vellucci, editor, and is looking forward to the new look of the next volume, due out soon: *Cataloging Musical Moving Image Material*, edited by Lowell Ashley. A newly proposed volume on sheet music cataloging guidelines should have a good market beyond MLA, such as with collectors. The question was raised as to whether MLA publications could be marketed through approval vendors. This was discussed before, and rejected because of the discounts which would need to be offered to the vendors, but perhaps the question should be revisited. Some libraries might be willing to pay a higher price through a vendor to avoid the processing costs of dealing directly with MLA. The Board requested that the Publications Committee Chair, Series Editors, Executive Secretary, and Treasurer investigate this question and report at the next Board meeting. It was noted that plans under way for the Technical Reports are moving well in the direction of

publication goals of Plan 2001. Vellucci was thanked for her fine work.

IX. Special Officers.

A. Convention Manager.

1. The Board reviewed the report submitted by Susan Hitchens. The Banquet will be on Friday night again for the New Orleans meeting, due to a contract mix-up with the hotel. Perhaps some optional activities should be arranged for Saturday evening. Plans are in progress for the Los Angeles area meeting. Strong support was expressed for a meeting in downtown Los Angeles. Reasonable hotel rates are available, and there are some very nice sites in the area, including the newly rebuilt Los Angeles Public Library.

2. Convention Manual.

Mark McKnight oversaw the ad hoc committee's completion of this project. Many people have worked on it. McKnight will send the disk to Boettcher for printing, copying, and distribution. The document will be distributed to the Convention Manager and Assistant Convention Manager, Program Chair, Local Arrangements Chairs, President, Vice President, and the Board liaison to the Program Committee. It should be passed on to successors, and updated regularly. There should be official copies in the files of the President and the Convention Manager. Convention Managers will be responsible for updating the manual. Thanks were expressed to Mark McKnight, Judy Tsou, Ned Quist, Diane Parr Walker, Jim Cassaro, and Jane Gottlieb for their excellent efforts.

B. Placement Officer.

The Board reviewed the report submitted by Beth Rebman. The income for the service has exceeded expenditures, even though the list is now also available electronically. The Board applauded Rebman's expansion of the scope of positions listed to include mixed responsibility and paraprofessional jobs, and encouraged her to continue this effort. It was noted that in the future, annual reports of special officers should be solicited along with reports of committees. These will be added for next year. Rebman was thanked for doing an incredible job; it was suggested that she might want to submit an article on the Placement Service to the Newsletter.

C. Publicity Officer.

The Board reviewed the report submitted by Leslie Bennett.

1. The proposal for table runners for the MLA exhibit was endorsed enthusiastically. Bennett was commended for finding an economical way to make the exhibit more attractive.

2. There are still a few glitches in the press release process. It was noted that final copies should be sent to the President, the Executive Secretary, and the people featured in the press release. The whole area of press releases needs to be examined in light of Plan 2001, in connection with the study of other administrative services. The Publicity Officer is currently saddled with two rather different functions, both of which may expand with the demands of Plan 2001. It may be time to consider splitting the office into two positions. It was moved by Diane Parr Walker, seconded, and carried unanimously that the Board recommend the appointment of an ad hoc committee to look at the position of Publicity Officer in light of Plan 2001. Gottlieb will appoint the committee.

Bennett was thanked for doing a great job.

X. Standing Committees.

A. Development.

1. The Board reviewed the report submitted by Linda Solow Blotner, Chair, and discussed several issues raised in that report.

a. Current fundraising efforts. Additional money still needs to be raised to meet the latest \$5,000 challenge given by the Epsteins. The Development Committee has been soliciting donations particularly via notices in the Newsletter.

b. Fundraising consultant. This goal has been delayed until implementation of Plan 2001; the Committee plans to create a major fundraising strategy when MLA's funding needs and priorities have been determined. A consultant would work with the Board as well as the Development Committee; the Committee would act as facilitators.

c. MLA Shop. The Committee has proposed creating an "MLA Shop" similar to the ALA shop, where money would be raised through the sale of MLA T-shirts, mugs, bags, etc. This would be a lot of work, and may warrant the appointment of a separate subcommittee to carry it out. The New Members Roundtable would be a good source of staffing for a table at annual meetings; it would be a good way for new members to get involved and meet other people. Sales tax issues would need to be explored; the ALA Executive Office might be a good source of

information. It was moved by Steve Fry, seconded, and carried unanimously, that the Board recommend appointment of a Marketing Subcommittee. In discussion it was suggested that at MLA annual meetings, the shop concept could be expanded to an MLA "mini-mall", with the silent auction table and the MLA exhibit. The Subcommittee would need to look into the sales tax issue, as well as others raised in Blotner's report, such as storage and sales of goods beyond meetings, advertising, etc. This subcommittee should work with the Publicity Officer. It is important that goods being sold be clearly identified with MLA. The script MLA logo should be combined with "Music Library Association" spelled out in merchandise designs. It was moved by Calvin Elliker, seconded, and carried unanimously, that the Board recommend that the Development Committee move forward with the proposal to sell T-shirts at the New Orleans meeting. The design should feature the MLA logo in some way, and the Committee will need to plan for appropriate collection and handling of sales taxes.

2. Membership Subcommittee.

a. The Board reviewed the report submitted by Suzanne Risley, Chair. The subcommittee has done a fine job of setting up liaisons with chapters.

b. The Board also discussed the request submitted by Jeanette Casey, on behalf of the Public Libraries Committee, for improvements in MLA national and chapter membership lists which would enable the identification of particular subgroups within the membership. It was noted that a proposal to include indexes by interest and employment areas in the Membership Handbook was explored several years ago, but could not be implemented due to costs. It might be possible, however, to collect and code the data along with membership handbook data, for generation of specialized lists on demand. Boettcher will explore this with Jim Henderson. Standardization of chapter membership lists will be difficult to legislate to the chapters. This is an issue that could be addressed by the Chapter Task Force (see XI.D.2.d.(2), below). The Board will continue to work with the Subcommittee, and the Public Libraries Committee to facilitate their outreach efforts.

Risley was thanked for her report; the Subcommittee is encouraged to continue and broaden its efforts.

B. Education.

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

1. Pre-Conference Workshops.

a. Disaster Preparedness. It was moved by Steve Fry, seconded, and carried unanimously, that the Board approve the proposed pre-conference workshop, "Disaster Preparedness and Recovery" for the 1997 New Orleans meeting. This program should have broad appeal, and costs are reasonable, especially since they include NEH support through SOLINET. The Board endorsed the plan to charge an extra \$10 fee to late registrants and to non-MLA members.

b. Series Authority Training. MOUG has proposed a jointly sponsored workshop to provide training for series authority work to national standards, to be held on Tuesday, prior to the New Orleans meeting. Several issues would need clarification, but this would be an important offering to the members of both organizations. Room and equipment arrangements should be made through the MLA Convention Manager, and on-site costs, and any surplus, could be split evenly. Registration could be handled the same as for the other workshop; participants who are not members of either group should be charged the same extra fee that applies to non-members attending the other workshop. It was moved by Laura Snyder, seconded, and carried unanimously, that the Board endorse the preliminary proposal for a MOUG/MLA joint workshop on series authority training. The Board looks forward to a complete proposal and budget at its fall meeting.

2. Ask MLA sessions.

a. It was moved by Mark McKnight, seconded, and carried unanimously, that the Board accept the proposal for an Ask MLA session, "Professional Concerns of Music Librarians" for the New Orleans meeting. In discussion, two additional concerns were suggested for inclusion: union representation, and the trend towards downsizing without increasing compensation for those whose duties are expanded.

b. Gottlieb reported that at the recent MLA/MOLA/MPA meeting, publishers expressed an interest in having another program session at the MLA annual meeting; an Ask MLA session might be ideal for this, with publishers as the panel. This might work well for the Boston meeting.

3. MLA Internet Course proposal.

This idea has a lot of potential; such a course would be a lot of work to put together. The content should be of high quality; it would be very visible and could have the potential of setting standards for music library service, which would be a

benefit to the profession. Would MLA want to offer this kind of training for free? It is currently difficult to charge for services over the Internet, though this may change in the future. The proposal should be considered further in light of Plan 2001; this may be something that the new Library School Liaisons Subcommittee would want to look at. The Education Committee is encouraged to look at the issues and pursue this proposal further.

Chodacki and the Committee were thanked for their incredibly dedicated and productive work.

C. Finance.

1. 1995-96 Overages.

a. On the recommendation of the Finance Committee, the Board unanimously approved the overage in the fiscal year 1995/96 budget, line 6.01, Subscription Services, in the amount of \$1,763.38, and the additional anticipated overage in that line of approximately \$2,000.

b. On the recommendation of the Finance Committee, the Board unanimously approved the anticipated overage in the fiscal year 1995/96 budget, line 6.02, Executive Secretary, of approximately \$4,500.00. This is expected to be paid out in the fourth quarter.

2. 1996-97 Budget.

a. Publications Budget.

(1) The Board unanimously approved the recommendation of the Finance Committee, that publication income and expenses for monographic series appear in a separate publications budget, the balance of which will appear in the operating budget as Publications Surplus in line 2.04. Honoraria and overhead costs will continue to be accounted in the regular budget, lines 9.02 and 9.07. This will be a separate accounting rather than a separate fund, and will allow the Finance Committee to better manage the fluctuations of income and expenses associated with publications.

(2) The Finance Committee also considered the possibility of including other publications, such as MCB. The Board unanimously approved the recommendation of the Finance Committee, that all or part of MCB be moved to the separate Publications Budget in the next fiscal year, as needed. This would include at least the 5-year cumulated index.

b. Overage Approval Amount.

The Board unanimously approved the recommendation of the Finance Committee, that the overage approval amount remain at

\$100. This is the amount of budget overage above which the Treasurer must seek approval before payment is made.

c. Awards.

The Board unanimously approved the recommendation of the Finance Committee, that the amounts for the Gerboth, Publications, and Achievement awards remain the same as for Fiscal Year 1995/96, and that amounts for the Epstein and Freeman awards be set at \$1,500 each.

d. Budget Restructure.

The Board unanimously approved the recommendation of the Finance Committee, to restructure line 7.0 in the budget to provide separate lines for Committee Operations, Committee Travel, and Committee Projects, as well as a line for the subsidies that MLA pays out to the U.S. RISM and U.S. RILM Offices. It is hoped that this will enable better support of committee projects, and will also streamline some aspects of budget planning and reporting.

e. Fiscal Year 1996/97 Budget.

The Board unanimously approved the Finance Committee's recommendation that the fiscal year 1996/97 budget be approved as proposed.

Fiscal Officer McKnight and the Finance Committee were thanked profusely for their excellent work.

3. Investment Subcommittee.

a. The Board unanimously approved the recommendation of the Finance Committee, to adopt the MLA Investment Policy drafted by the Investment Subcommittee, as amended. The written policy should be made available to the membership. It will be added to the Administrative Handbook, and also posted on the MLA Clearinghouse as a separate item. The text should also be included in the Investment Subcommittee's annual report, which is printed in the Newsletter.

D. Program.

The Board reviewed the report submitted by Leslie Troutman, Chair.

1. Plenary Sessions.

The first plenary session, "Musical Gumbo: Your Guide to Louisiana Music" looks great. Plenary II, "The Catalog in Your Future" is also shaping up well, but a better title is still being sought.

2. Program Schedule.

Comments and problems should be conveyed to Paula

Elliot by the end of June. She will inquire about the rationale for closing the registration desk during the dinner hour on Wednesday. In the future, it would be better not to have the system user group meetings on Saturday afternoon; they should be held before the Automation Subcommittee open meeting, which serves as a forum for discussion of all systems.

Profuse thanks were extended to Troutman and the Program Committee for an excellent job.

3. Local Arrangements Committee.

The Board reviewed the report submitted by Laura Dankner and Robert Curtis, Chairs. The committee has worked extraordinarily hard, and has done a great job of fund-raising. In response to a proposal for a band at the opening reception, concern was expressed about the noise level, since this is a time when people like to chat with colleagues and exhibitors. The Chairs and the Committee were thanked for the great job they are doing.

E. Publications.

The Board reviewed the report submitted by Suki Sommer, Chair, and thanked her and the committee.

XI. Special Committees.

A. Administration.

It was noted that funding requests were submitted to the Finance Committee for two surveys, one from the Working Group on Surveying Music Library Personnel Characteristics, and the other from the Statistics Subcommittee. Only the first was funded for the coming fiscal year; more information is needed concerning the second survey.

1. Working Group Surveying Music Library Personnel Characteristics.

The Board reviewed the report and preliminary survey, submitted by David Lesniaski, Chair. The portions of the proposed survey having to do with MLA participation are not needed at this point, because those aspects have already been covered in the Self-Study survey. What is needed now is information on characteristics of the membership, such as salary levels, work environments, and questions relating to those areas (such as educational level, types of libraries, specialization, faculty status, etc.) It is hoped that these types of statistics could be then be gathered periodically, to chart changes in the profession over time. The emphasis should be on characteristics of music librarians, not of music libraries, which could be

handled in the separate library statistics survey. Focusing the survey in these ways will also cut down on the length of it. Concern was also expressed that a random sample will not produce reliable statistics for this type of survey. It should be sent to all of the membership.

The Working Group was thanked for its report, and encouraged to continue its work.

B. Bibliographic Control.

The Board reviewed the report submitted by Linda Barnhart, Chair.

1. Membership.

Many new appointments have been made to the committee and its subcommittees recently.

2. 1996/97 Budget.

Travel costs to send representatives to ALA meetings are a substantial and growing part of the budget for this committee. The committee presented four possible budget plans for fiscal year 1996/97; the Finance Committee chose the plan which funds attendance at two ALA meetings during the fiscal year, and allows \$75 per night reimbursement of hotel costs. It was noted that number of representatives has increased in recent years. In addition to CC:DA and MARBI, representatives are now being funded for SAC and ACIG as well. The latter were funded in alternation a few years ago, but is funding of both needed? These are areas of current growth and change, and MLA's presence may be important at this time. The BCC Chair will be asked to supply more information concerning the needs for MLA representation, and report back for the next Board meeting.

Barnhart was thanked for her excellent work.

C. Legislation.

1. Copyright Webpage.

Acting on the request submitted by Lenore Coral, Chair, it was moved by Calvin Elliker, seconded, and carried unanimously, that the Copyright Webpage created by the Legislation Committee be given Board approval to be made available to the public. This is a very impressive and useful tool which MLA should be proud of. The Committee is urged to unveil it with plenty of fanfare, and to continue to update it as needed. Profuse gratitude was expressed to the committee, especially to David Farneth, Bonna Boettcher, Laura Gayle Green, and Gordon Theil, who worked on its development.

2. Meeting on Fair Use of Music Materials in the Digital Environment.

The Board reviewed the minutes of the meeting on April 26 of various representatives of the music and sound recording industries and associations to discuss fair use guidelines. Jane Gottlieb, who attended as one of the representatives from MLA, along with Mary Davidson and David Farneth, also reported briefly. It is hoped that music issues will be addressed in the various fair use guidelines being developed in the CONFU discussions in Washington, D.C. MLA needs to continue to be active on this front.

The Board thanked Lenore Coral, Mary Davidson, and David Farneth for putting this meeting together.

D. MLA Self-Study Steering Committee.

1. Plan 2001.

The Board reviewed the report submitted by Mary Wallace Davidson, Chair, including the final draft of Plan 2001. Concern was expressed that the new wording of Objective IV.B. "Revitalize the association's chapters", is less accurate and provides less direction than the previous wording: "Review the structure, purpose and vitality of the Association's Chapters." It was moved by Steve Fry, seconded, and carried unanimously, that the Board approve adoption of Plan 2001, with the revision that Objective IV.B. be returned to the language of the previous draft.

The Board expressed its profuse thanks to the Committee, and especially to Mary Wallace Davidson and George Soete for their excellent work. Gottlieb also thanked the Boards which have supported this process over the last several years.

2. Implementation.

Gottlieb will appoint an Implementation Task Force following this Board meeting. Some things are already under way, and the mechanisms are in place for many aspects of the plan.

a. Initiative I. Increase and enhance visibility outside the Music Library Association.

(1) Liaisons with other organizations.

Gottlieb has already contacted a few other organizations to explore the possibility of establishing relationships such as liaisons. The formation of an organizational liaison committee might be another way to foster informal affiliations with like associations and scholarly organizations of similar interests. The committee would be composed of MLA members who are also active members of other organizations, to provide a formal reporting structure for communicating with these other groups. It was suggested that

this might be extended beyond associations similar to MLA, to foundations and corporate entities. A question was raised concerning possible funding of these liaisons for travel to meetings of other organizations. They would not have the kind of formal duties now carried by BCC representatives to ALA, and funding is not currently available, but this might be considered in the future. The committee would need to work out structures for communications and reporting.

(2) Publicity.

As discussed in Section IX.C., an Ad hoc committee will address the role of the Publicity Officer in light of Plan 2001.

b. Initiative II. Intensify development efforts in the areas of membership and fund raising.

(1) Elevating the Membership Subcommittee to a standing committee should strengthen efforts in membership recruitment, and allow the Development Committee to concentrate its efforts on fundraising.

(2) The Development Committee is also investigating the possibility of hiring a consultant to assist in strategizing for MLA's long term fundraising.

c. Initiative III. Intensify continuing education efforts.

(1) The Education Committee is already in place for this, and has been working very actively.

(2) Some publications now in progress already exemplify the call to function explicitly as educational vehicles. The possibility of a Basic Manual series has also been raised; the Publications Committee should be charged to study this.

d. Initiative IV. Enhance the effectiveness of the Association's internal organization and operations.

(1) Part of this initiative was formerly cast as a mandate to work towards establishment of an executive office. Many have reservations about this; a task force should be appointed to study this question.

(2) Chapters are very important to Plan 2001, and a number of questions have been raised concerning their structure and relationships to the national MLA. A task force needs to look at these issues.

e. Music Library education.

One area not addressed specifically by Plan 2001 was the relationship of MLA to library schools, and the possible need

to lobby for standards in music library education. A committee comprised of MLA members who are teaching in library schools might be appointed to look at these issues. Such a committee might also serve as a resource for continuing education concerns. This might best be a subcommittee of the Education Committee.

f. It was moved by Paula Elliot, seconded, and carried unanimously, that the Board approve the establishment of the following: 1) Organizational Liaison Committee, 2) Administrative Services Task Force, 3) Chapter Task Force, and 4) Library School Liaisons Subcommittee.

XII. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Paula Matthews. The ALA Video Round Table has asked for MLA's input on its draft Guidelines for the Interlibrary Loan of Audiovisual Formats. It was agreed that this should be reviewed by the Resource Sharing and Collection Development Committee, with a recommendation to be returned to the Board.

Matthews was thanked for her excellent work in this position.

XIII. Roundtables.

As reported in Section VII.C.3., above, a number of roundtables have recently been renewed.

XIV. Old Business.

A. Reference Performance Subcommittee.

The Board reviewed the revised proposal submitted by Ruthann McTyre, Chair, for a project to evaluate reference services in music libraries. A grant of \$2,000 in support of this project has already been obtained from Baylor University, and the revised proposal calls for spreading the remaining costs over a three-year period. It was moved by Laura Snyder, seconded, and carried unanimously, that the Board approve funding for the first year of this project. Concern was expressed that much has changed in reference services since the completion of the study on which this project is based. However, if done well, this study could provide some important data on music reference services. The end result needs to include analysis of the results and could be a valuable addition to the professional literature. The subcommittee is asked to submit a preliminary report after the first year, and to request additional funding at

that time. It was also noted that the subcommittee should not contact other organizations directly for outside funding, but should channel requests through the President.

XV. New Business.

A. Basic Music Library.

ALA has asked MLA to do a separate promotional mailing for A Basic Music Library, which is being published by ALA. It was moved by Paula Elliot, seconded, and carried unanimously, that the Board approve the recommendation to fund the mailing of a flyer advertising A Basic Music Library to MLA members. Copies of the flyer should also be displayed on the MLA exhibit table at ALA. MLA will receive royalties for sales of this publication. It is expected to have a broad market.

B. Administrative Handbook.

It was moved by Steve Fry, seconded, and carried unanimously, that the document previously known as the "Handbook" or "Officers' Handbook" now be known as the "Administrative Handbook".

C. Brainstorming Session.

Using the goals of Plan 2001 as a point of departure, the Board began by discussing the question, "Where should MLA make the biggest impact?" Visibility outside of the organization was of primary concern. MLA needs to be more visible to other organizations, but also to the general public. Media coverage is important. We should have the visible support of well-known people, perhaps a "Board of Advisors". Publicity is very important; press releases need to be more eye-catching and effective. More information about music, and about MLA publications and activities needs to get into the mainstream library publications.

Is there a mechanism to review the committee structure? The Board needs to do this in an ongoing fashion. Special committees provide links to things on the outside, but how effective are they? Gottlieb may ask for reports from all special committees at the New Orleans meeting, to find out what is being done, and how it connects with Plan 2001.

Could awards be given to people outside of MLA? This might be a way to connect with some well-known, high profile people. The Citation definition is broad enough to include non MLA members, but perhaps there should be a separate recognition award which would function like an honorary degree. These could be awarded to people or companies who have done

significant work in collecting, publishing, support of the arts, arts education, etc. Nominations should be solicited from the entire membership; special attention might be paid to candidates in the region of the annual meeting. This will be discussed further at the next Board meeting.

A celebrity or "honorary" board of advisors might naturally evolve from a recognition award. Such a board should include a diverse group of notable people.

MLA might consider commissioning more works, such as was done for the 60th anniversary. One goal of fundraising might be to enable MLA to regularly commission works by notable composers. Such activity should then be publicized widely.

Can more be done in the way of outreach to performers? Notes provides lists and reviews of new publications, but there may be other ways to reach out more to this group.

MLA needs to endeavor to increase its presence in the general library press, and pursue better coverage in publications such as *American Libraries* and *Library Journal*.

Other suggestions included the establishment of a reprint publishing press, a songbook, and an MLA cookbook.

MLA will soon have a Webpage, which will increase its visibility. The copyright page is an excellent start.

To close the session, Gottlieb read the minutes of a similar brainstorming session in June 1990. Many of the concerns of that session are now being addressed; others still need to be worked on. At that time, there was much concern about standards. This did not come out as an issue in Plan 2001, but *A Basic Music Library* and the proposed basic manual series may address some of this area.

D. Next Board Meeting.

The fall Board meeting will be held at the Eastman School of Music (during its 75th anniversary year), in the Sibley Music Library, September 26 through 29. The Finance Committee will meet all day Thursday and Friday morning. The full Board meeting will commence at 2 pm Friday, and end at noon on Sunday.

XVI. Adjournment.

Resounding thanks were expressed to Mark McKnight, and to Morris Martin, for hosting the meeting. It was moved by Mark McKnight, seconded, and carried unanimously, that the Board adjourn at 10:45 am, Sunday, June 2.

Submitted by Laura M. Snyder, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

Marketing Subcommittee established. (X.A.1.c.)

Publication income and expenses for monographic series to appear in separate publications budget. (X.C.2.a.(1))

Part or all of MCB to move to publications budget in the next fiscal year. (X.C.2.a.(2))

Line 7.0 in budget restructured to separate committee operations, travel, and projects. (X.C.2.d.)

MLA Investment Policy adopted. (X.C.3.a.)

Plan 2001 adopted. (XI.D.1.)

Organizational Liaison Committee established. (XI.D.2.f.)

Library School Liaisons Subcommittee established. (XI.D.2.f.)

Handbook (Officers' Handbook) renamed Administrative Handbook. (XV.A.)