

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Rochester, New York, September 27-29, 1996

Friday, Sept. 27: 2:00-6:20 pm; Saturday, Sept. 28: 9:00 am-5:10 pm; Sunday, Sept. 29: 9:00-10:40 am.

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

Guest: Susan Hitchens (IX.B., X.B., X.C.2., X.e.)

I. Approval of Agenda.

It was moved by Steve Fry, seconded, and carried unanimously that the agenda be approved with the following additions and changes: addition of VIII.E. Technical Reports, X.A.2. Marketing Subcommittee, X.C.1. Investment Subcommittee, X.C.2. Convention Budget; change of XII to Search Committees and addition of XII.A. Newsletter Editor, XII.B. Notes Editor; renumbering of remaining sections: XIII. Representatives to Other Organizations, XIV. Roundtables, XV. Old Business, XVI. New Business, XVII. Adjournment.

II. Recording Secretary's Report. Laura Snyder

A. Approval of minutes.

It was moved by Mark McKnight, seconded, and carried unanimously that the minutes of the May 31-June 2, 1996 meeting (Denton, Texas) be approved with following correction: page 5, VII.A., line 2, replace "Assistant Report Gatherer" with "Assistant Parliamentarian".

III. Parliamentarian's Report. Stephen Fry.

A. Handbook Alterations.

Copies of the revised Administrative Handbook were distributed. Fry briefly reviewed the recent history of this version. Following the work of the Ad Hoc Handbook Committee (Fry, John Shepard, and Diane Parr Walker, Chair) and discussion at the May/June Board meeting, Fry made further changes. The document was then reviewed carefully by Walker and Gottlieb, and again by Fry, who made the final changes. It was discovered that

there is a page missing in the latest version; Fry and Hassen will work on this problem. Fry also provided copy to Gottlieb concerning the proposed Constitutional amendments, for incorporation into the cover letter for the fall ballot mailing. The Administrative Handbook should be considered a dynamic document that describes current practice rather than prescribing it. It is subject to constant review and revision. Archival copies of disks of previous versions should be kept in order to maintain the history of the document.

Fry and Walker were applauded for their Herculean efforts in preparing this edition.

IV. Treasurer's Report. James Cassaro.

The Fiscal Year 1995/96 Fourth Quarter/Year-End reports were distributed prior to the meeting. The following Fiscal Year 1996/97 reports were distributed at the meeting: Operating Budget, Supplemental Income, and Publications Budget. In addition, an Operating Budget Reserve report, which calculates the amount of budget surplus from Fiscal Year 1987/88 to the present was distributed.

A. Year-End Reports, Fiscal Year 1995/96.

1. Overview: Balance Sheet.

The Operating Budget for fiscal year 1995/96 ended in the black, with a surplus of \$2,710.95. This is the largest surplus since fiscal year 1990/91. There was a smaller surplus generated at the end of 1993/94 in the amount of \$576.21. The surplus from 1995/96 is a result of MLA's close attention to budgeting, and the reserve generated from the very successful annual meeting in Seattle. The overall gain for 1995/96 of \$28,248.80 looks relatively low when compared to recent past fiscal years, however, if the \$24,000.00 of General Endowment funds used for the MLA Self-Study is added to this figure, the resultant amount of \$52,248.80 is more in line with the gain from past fiscal years.

2. Overages in Expenditure lines.

a. At its last meeting, the Board approved additional anticipated overages in lines 6.01, Subscription Services and 6.02, Executive Secretary, in the amounts of \$3,763.38 and \$4,500.00 respectively. The final overage figure for line 6.01 was \$3,548.55 and for line 6.02, \$2,873.50. These overages were due to a combination of mailing list charges and membership mailings under Subscription Services, and to the Membership Handbook and brochure printing costs in the Executive Secretary's

line. There were no other overages in fiscal year 1995/96 that require Board approval. There was, however, an overage of \$25.15 in line 7.03, Bibliographic Control Committee, due to travel and ALA registration lines.

3. Comparative Overview: Individual Areas of the Budget.

a. Income: \$326,700.16; 89.76% of anticipated amount.

Comparison: 1994/95 = 90.13%; 1993/94 = 86.23%; 1992/93 = 87% and 1991/92 and 1990/91 both = 89%. Income overall has been fairly consistent.

(1) Dues: \$109,259.40 (\$8,635.60 under what was predicted; FY1994/95 was only \$876.31 under prediction)

(2) Sales: \$111,816.26 (\$29,393.74 under prediction; last year was \$27,107.78 under prediction). The lack of new publications last year explains some of this.

(a) Notes = 89.23% (last year, 83.23%). Royalty amounts from electronic and microform versions have increased significantly, while institutional subscribers and advertising revenue have decreased.

(b) Mailing lists = 150.52% (last year, 159.95%).

This item seems to have supplanted publications as a significant source of income in the past couple of years.

(c) MCB = 64.42% (last year, 84.40%). This is due to the anticipated revenue from a five-year cumulative index which did not appear.

(d) Index and Bibliography Series = 10.72%

(previous year, 123.37%; there were no new publications in fiscal year 95/96.)

(e) Technical Reports = 52.38% (fiscal year 94/95, 87.16%; there were no new publications in fiscal year 95/96.)

(f) Notes Index = 64.48%. This did not sell as well as anticipated.

(3) Meetings. The surplus balance of \$10,996.68 did not change from that reported at the last Board meeting.

(4) Placement Service: 85.25% (last year, 80.07%)

b. Expenditures: total \$323,989.21 = 89.02%

(\$315,964.39 = 94.99% anticipated. Comparison: 1994/95, 94.99%; 1993/94 and 1992/93 = 86%; 1991/92 = 92%; 1990/91 = 85%. The fluctuation is based on extraordinary expenditures not anticipated from one fiscal year to another. MLA has become dependent on convention surplus to offset these occurrences.

(1) Management Services = 100.20% (last year, 97.47%)

(a) Self-Study. The \$2,854.55 left in line 6.148 at the end of the self-study was reinvested into the Fidelity

Puritan Fund of the General Endowment, along with other donations on June 10, 1996.

(2) Program Expenses (committees) = 88.67% (last year, 79.18%). The increase was due to a slight overage in Bibliographic Control Committee expenditures and that the full amount, rather than one-half, of the U.S. RISM Office subsidy was paid.

(3) Other Member Services = 74.56% (last year, 90.83%) This represents a savings in production of the Placement Service Joblist and underexpenditures in the ALA and Publicity Officer lines.

(4) Publications = 79.48% (last year, 97.90%); there have been no new publications.

c. The balance at the end of fiscal year 1995/96 was \$2,710.95.

d. Supplemental Income = \$16,900.29 (last year, \$32,597.92, due mainly to Epstein donations.)

(1) Unrestricted = \$1,698.00 (last year, \$913.00)

(2) Gerboth Fund = \$126.00 (last year, \$758.27)

(3) Duckles = \$380.00 (last year, \$381.00).

(4) Freeman = \$6,814.60 (last year, \$6,587)

There needs to be some encouragement for donating to the older funds such as Gerboth and Duckles, as well as to the General Endowment Fund.

(5) Endowment Account accumulations to June 30, 1996:

(a) Gerboth: \$16,102.27 (last year, \$15,976.27)

(b) Duckles: \$18,286.11 (last year, \$17,906.11)

(c) Freeman: \$13,401.60 (last year, \$6,587.00)

(d) Special Endowments: \$33,695.00 (last year, \$28,100.00 (mainly Epstein))

e. Investment Accounts.

(1) Again, no funds were drawn from the Calvert and Fidelity Money Market funds to meet year-end costs.

(2) The General Endowment Fund increased in value by \$29,199.13. Last year, the increase was \$39,727.83; diversification of the various funds and self-study costs, as well as fluctuating net asset values per share, especially in the Parnassus fund, account for this drop.

(a) At the end of the year, the Association has maintained 39% of its investment account money in socially-responsible funds, and 61% in other funds.

(3) Awards Endowment Account = \$92,943.52 (last year,

\$73,967.72). Interest accrued for fiscal year 1995/96 was \$11,430.87; enough to cover the \$3,350.00 needed for the awards.

f. Operating Budget Reserve

With the fiscal year 1995/96 budget, the operating budget reserve has been raised to approximately \$33,213.01.

B. Fiscal Year 1996/97 First Quarter-to-Date.

1. Overview.

Various changes were made to the Operating Budget at the last Board meeting. A new Publications Budget has been implemented, the surplus of which feeds back into the Operating Budget as Income Line 2.04. The streamlining of Line 7.0, Program Expenses, allows the Association to fund more committee projects than has been possible in the past. However, the ability to track individual committee expenses in the areas of postage, phone, photocopying and supplies is lost. As usual, most first quarter income is from dues; most expenses are in management services and publications.

2. Operating Budget.

a. Income = 33.86% overall (last year, 44.40%)

(1) Dues = 58.54% (last year, 65.33%; with the dues increase MLA is doing more with less dues income this year. Higher totals in Sustaining and Corporate members than last year is helping.)

(2) Notes subscriptions = 31.33%. This is on par with last year, at 31.48%, and continuing a downward trend from 59% at this point in fiscal year 1992/93. Advertising discounts for corporate members are decreasing revenue, but this should be offset by the increase in number of corporate members. Royalties in line 2.014 are from Information Access Company for Notes in electronic form.

(3) Publications Budget. The Index and Bibliography series is bringing in a small amount of income. The Technical Reports series is starting to see income from no. 25; there has been little expenditure so far. Surplus from the budget appears in Line 2.04 of the Operating Budget.

(4) The Notes index is selling well from dues renewals.

(5) Meetings. There are not usually convention revenues this early in the year, but \$4,700.00 has already been received from local New Orleans donations; another \$400 is expected.

(6) Placement Service = 50.71% (last year, 66.88%; this may be due to the availability of the Joblist on MLA

Clearinghouse web site.)

b. Expenditures = 23.22% overall (last year, 23.67%).

(1) The Treasurer has amended the budget to include Line 6.01311 for postage to cover renewal mailings. This seems to have been combined into one line in previous years.

(2) There is nothing unusual to report in other expenditure lines. All MLA subsidies have been paid out (Line 7.04). The publication of MCB is still behind schedule. The last issue paid for was June 1996 on 9/11/96. Last year's issues are being paid for on this year's budget. The Notes printing line (9.0681) reflects final payment for the June 1996 issue, full payment for the September 1996 issue and first billing for the December 1996 issue.

(3) Miscellaneous expenditures. There has been more activity on this line than in last year's budget. Both chapter grants have been paid out (Line 11.03). Line 11.015, Management carryover, of (\$48.00) reflects reimbursement for hotel expenses from the past Executive Secretary's conference roommate. The \$56.56 figure in line 11.016, Program carryover, reflects payment for services pertaining to the Basic Music Library publication. In line 11.017, Member Service carryover, the \$100.00 figure is the amount owed to NISO for its dues increase. NISO raised the dues in mid-year, but the bill for the additional amount owed was paid out in the new fiscal year. NISO dues for this year still need to be paid, in the amount of \$400. Carryover convention expenses, line 11.019, of (\$524.70) reflects payment of exhibit fees and reimbursement for electrical/drayage fees from the 1996 convention.

MLA has a healthy balance of \$35,833.27 with which to start out the second quarter of the fiscal year, a balance which will be supplemented by the imminent receipt of convention registration fees.

3. Supplemental Income: at \$3,281.10 (last year, \$3,998.46); no interest notice has been received on the money market funds, nor for interest on the checking account for September. There has been only one request for a donation to be directed to a "socially responsible" fund, and one request to have donation directed to where it would do the most good for MLA.

4. Investment Accounts.

a. On the recommendation of the Investments Subcommittee, and with the subsequent approval of the President,

Vice-President and Fiscal Officer, Cassaro began the process of pulling MLA's investment out of the Parnassus Fund, with the amounts being redirected into the Parnassus Income Fund Balanced Portfolio and the Fidelity Growth & Income Portfolio. On August 27, 1996, \$38,000.00 was moved from the Parnassus Fund into the Parnassus Income Fund Balanced Portfolio. This accounted for 1,258.278 shares at a net asset value of \$30.20 per share. This amount purchased 1,897.154 shares of the Parnassus Income Fund Balanced Portfolio at \$20.03 per share. The 1,217.897 shares left in the Parnassus Fund were redeemed by check on Sept. 3, 1996 at \$29.91 per share for a total of \$36,427.30. This amount was reinvested into the Fidelity Growth & Income Fund on September 17, 1996. Cassaro received confirmation of this investment on September 25, 1996, when the Association purchased 1,267.919 shares at \$28.73 per share. The value of the account on that date was \$36,427.30.

C. Other Information.

1. The annual tax return for the fiscal year ending June 30, 1996 was sent to the Accountant on August 12, 1996.

2. The first annual report to the Epsteins, which covers the last two fiscal years, was sent out on Sept. 20, 1996. This report covers the principal and dividend accrual for the fund, as well as how the award amounts have been set for each year.

Cassaro was thanked for his excellent report.

V. Executive Secretary's Report. Bonna Boettcher.

A. Administrative Structure.

Following the Board meeting in Denton, Boettcher updated, copied, and mailed 112 copies of the Administrative Structure and the 1996-97 Calendar. Draft copies of the Structure as of September 1996 were distributed to the Board. These should be reviewed and errors reported to Boettcher. Since further changes are anticipated, she will delay forwarding a copy to Ralph Papakhian for the Clearinghouse and MLA-L file server.

B. Membership.

1. Renewal letters were forwarded to Jim Henderson shortly after the Denton meeting. The usual text of the letter was altered to include the option for designating a socially responsible fund. To date, only one member has placed that restriction on a donation. First notices, along with notices for Placement Service renewal were mailed on 1 July; second notices were mailed in mid-August; final notices will be sent soon.

2. Gottlieb and Joe Boonin mounted a Corporate

Membership effort which was quite successful. Former Corporate Members were automatically upgraded to Corporate Patron status. Three of those have renewed their memberships: Garland, Harrassowitz, and Oxford. In addition, three new Corporate Patrons have been added: Chadwyck-Healey, J.W. Pepper, and PGM Recordings. In the newly defined category of Corporate Member, four businesses have joined: Broude, Gary Thal, Hal Leonard, and Schirmer Books. At Gottlieb's request, Boettcher established a small distribution list to communicate corporate activity in order to keep those who work directly with corporate members and patrons up to date.

3. One new Sustaining member has been added, bringing the total to five.

4. Since the last Board meeting, Boettcher has processed 17 new memberships, 16 of which came from students. This was heartening, since that category saw a significant decline last year.

C. Publications.

1. Annual Report.

Boettcher distributed copies of the Fiscal Year 1995-96 Sales and Inventory Report, noting that income figures reflect the amount billed rather than the amount already received. Since no new publications were issued during the 1995-96 fiscal year, sales were markedly lower than in the previous year.

In the Index and Bibliography Series, 30 volumes were sold, for a total billing of \$671.40. The top seller was the newest volume of the series, Brad Young's thematic catalog of the works of Robert Valentine.

The Technical Reports Series fared better, with sales of 150 volumes, for total billings of \$2,918.90. Looking ahead to fiscal year 1996-97, 141 copies of the Ashley volume were sold during July and August, with total billings of \$3,211.60.

Among the other publications, the top seller was Karen Little's Notes Index, which generated billings of \$5,325.00. The index was mentioned in this year's renewal letter, and retained its line on the renewal form.

Overall, MLA publications' sales had a slow year. 441 volumes were sold, generating billings of \$9,830.20, compared with 1994-95 sales of 1,275 volumes and billings of \$25,648.93.

Music Cataloging Bulletin subscriptions continue to decline. There were 734 subscribers in January 1996, compared with 761 in January 1995.

2. Discount Sale.

In response to discussion at the Denton meeting, Sherry Vellucci spearheaded an effort to identify titles to be offered at a discount during ALA. The results were not spectacular. Seven orders were received, for an income of \$86.40. Discounts will be offered to the membership in the upcoming issue of the Newsletter. It was suggested that discounts also be offered at the upcoming AMS and CMS meetings.

3. Membership Handbook.

a. Boettcher posted two sets of corrections to Membership Handbook entries on MLA-L. The address change process seems to confuse many members. The official membership database is maintained by Academic Services in Canton, MA. While corrections to MLA-L are vital because they allow members to notify their colleagues immediately of any address changes, the corrections also need to be reported to the Business Office. Boettcher forwarded all address changes reported to her personally and those reported via MLA-L to Jim Henderson for incorporation into the membership database.

b. No complaints were received about the color, size of type, etc. of the recent Handbook. Since the June meeting, 13 copies of the Membership Handbook have been sold.

4. Brochures.

Since the Denton meeting, Boettcher has processed 23 requests for brochures, and has sent out 18 red (MLA) brochures and 28 green (Music Librarianship) brochures. The purple (giving) brochures were revised in time to be distributed with the membership renewal mailing. Gerry Ostrove will be working on revision of the red and green brochures. Boettcher still has 600-700 of each in stock.

5. Library School Directory.

Two copies have been sold since mid-May. Ray White is close to finishing the new edition.

6. Copyright registration.

The March and June 1996 issues of Notes were sent to the copyright office for registration after Boettcher received the second copy of the March issue. The Ashley volume has not yet been sent. There has been some confusion on sending deposit copies to Boettcher.

D. Contributors.

1. From July 1 through August 28, contributions were received from 50 individuals, totalling \$2,935.00. Boettcher has acknowledged 44 of these. Those of \$100 or more are acknowledged by Gottlieb. The breakdown of contributions is as follows: 1 at

patron level, \$1,000; 14 to general fund ("unrestricted" on renewal form), \$425; 5 to Duckles fund, \$85; 7 to Epstein, \$295; 6 to Freeman, \$170; 3 to Gerboth, \$45; 14 to general endowment, \$915. The running total for 1996 is \$6,522.33, received from 141 contributors, breaking down as follows: 1 patron, \$1,000; 15 unrestricted, \$497.33; 8 Duckles, \$210; 9 Epstein \$470; 88 Freeman, \$3,365; 4 Gerboth, \$55; 15 general endowment, \$925.

E. Convention Mailing.

Boettcher aims to have camera-ready copy of the convention mailing to Jim Henderson by Oct. 4, so that he may be able to get the mailing out sooner than October 21.

It was noted that Library Journal has asked for MLA's meeting information for their calendar.

F. Other.

1. Boettcher has fielded some interesting reference questions, from the librarian for the Three Tenors Tour, and from a librarian at Walt Disney World.

2. Copies of the revised Convention Manual were distributed as specified at the Denton meeting; in addition, copies have gone to Kathy Glennan (LA Local Arrangements) and Neil Hughes (MOUG).

3. In answer to a request by David Farneth for the Copyright Web page, Boettcher and a colleague at BGSU digitized the MLA logo. It is available in .tif, .gif, and .jpeg formats.

4. Gottlieb noted that a letter was sent to lapsed members last year; that should be done again this year.

Resounding thanks were expressed to Boettcher for her excellent work.

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

A. Chapters.

1. Walker is forwarding reports of new members and address changes on to Chapter chairs as quickly as possible so that they may be included in fall chapter newsletter mailings.

2. Chapter annual reports are due to Walker by October 20, for inclusion in the November/December Newsletter.

3. Walker is planning to attend fall meetings of the Chesapeake and Southeast chapters, and the anniversary meeting of the Midwest chapter at Notre Dame. The MLA Board has been invited to the latter; Gottlieb will also try to attend.

4. Gottlieb noted that the Plan 2001 Chapter task force will be appointed before the next Board meeting. Walker has been

discussing the Plan with the chapter chairs, and with the various chapters as she meets with them. The level of vitality varies markedly among chapters. Many complain of the difficulty of operating over a large geographic area, but in fact some of the most active chapters are those which are most dispersed. A "critical mass" of membership seems to be more important to chapter vitality. Smaller chapters might consider more joint meetings; perhaps the chapter geography needs to be looked at.

5. Chapters are picking up on the themes of Plan 2001, and many are also looking at and documenting their respective histories.

Walker was thanked for her report, and her continued vigilance on chapter matters.

VII. President's Report. Jane Gottlieb.

A. Administrative Structure.

1. Most changes have already been reported via MLABD-L. Gottlieb reported a few more. She is still working on the memberships and charges of a few of the groups to be added for Plan 2001.

2. The Marketing Subcommittee has now been appointed, and its charge written. It is chaired by Sarah Dorsey, and includes Matthew Wise and Deborah Herman-Morgan, plus the Advertising Manager, Publicity Officer, Executive Secretary, and Treasurer as ex officio members. The subcommittee is hard at work designing a T-shirt for the New Orleans meeting.

3. The Ad Hoc Committee on Press Releases and Publicity has been appointed. It includes Ruth Henderson (Chair), Leslie Bennett, Steve Fry, and Susan Dearborn. They have been asked to report by the June 1997 meeting.

4. The Ad Hoc Committee on Administrative Structure is not yet complete. They will be asked to report by the September 1997 meeting.

5. Suzanne Risley will be stepping down from her MLA activities, including chair of the Membership Subcommittee. Her enthusiastic work will be greatly missed.

6. Roberta Chodacki will also be stepping down as chair of the Education Committee.

B. Self Study.

An article on the Self Study process will be in the June 1997 issue of Notes.

C. Acknowledgements.

Gottlieb has written several acknowledgement letters

lately, including one to Richard F. French for his generous contribution of \$1,000 and several for contributions to Local Arrangements for the New Orleans meeting. Robert Curtis and Laura Dankner and their committee have been very active in fund raising. Contributors will be recognized during the Local Arrangements reception at the meeting.

D. Membership.

Gottlieb also prepared the membership renewal letter, the letter to honorary members, and a letter to 53 businesses about corporate membership. The latter yielded a good return. Special attention needs to be paid to the "care and feeding" of MLA's corporate patrons and members. Gottlieb has discussed with Susan Dearborn the concern that corporate advertising discounts may cut into ad revenue. This needs to be weighed against the intangible benefits that corporate members provide to MLA.

E. ALA.

Gottlieb attended the ALA Affiliates meeting in New York. This group maintains a web site which will provide a link to MLA's web site when it is ready. ALA is willing to sell MLA publications at the ALA Store at annual and mid-winter meetings. Boettcher will look into the logistics of this. The MLA exhibit table was very well placed and had good traffic. The reception at Juilliard also went well.

F. SAA.

Gottlieb has been investigating the possibility of a liaison relationship with the Society of American Archivists. The proposal she sent to Suzanne Fox has been viewed favorably; they would like to discuss more details. Gottlieb noted that SAA is a very large organization. It is not yet clear what type of relationship would be most beneficial for MLA, an official MLA representative to SAA, or some more informal tie. An official liaison would carry budget implications, since someone would need to be funded to attend their meetings. It was moved by Steve Fry, seconded, and carried unanimously that the Board authorize the President to continue exploring ties with SAA in a informal manner, with possible exchange ads, electronic connections, exhibits at meetings, and reports from MLA members who also attend SAA meetings. A more formal relationship might be pursued after more information has been gathered.

G. Other plans.

1. Gottlieb plans to attend the upcoming meeting of the Joint Committee on MLA Archives.
2. A flyer is being planned to advertise A Basic Music

Library and to offer a discount to MLA members. This will be published by ALA in January.

Gottlieb was thanked for her excellent report.

VIII. Editors.

A. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth. Farneth, Gottlieb, Sherry Vellucci, and Suki Sommer will be meeting soon to discuss a possible basic manual series. Farneth will be asked for more detail on the Heyer project mentioned in his report.

Farneth was thanked for his report.

B. MCB Editor.

The Board reviewed the report submitted by Philip Schreur, whose editorship will begin with the October 1996 issue. Gerhart is now nearly caught up with the issues prior to that, and hopes to complete the 5-year cumulated index by late December. It was noted that any questionnaire to be distributed in an issue of MCB would first need to come to the Board for approval. Gottlieb will send Schreur a copy of the report on MCB done by Vellucci and Dick Griscom last year.

The Board expressed its thanks to Cathy Gerhart for her fine work over the past five years, and to Schreur for his report, with best wishes in his new endeavor.

C. Newsletter.

The Board reviewed the report submitted by Michael Rogan. He plans to defer the advertising question to the new editor, yet to be appointed.

Rogan was thanked for his report.

D. Notes.

The Board reviewed the report submitted by Dan Zager. It was noted that Mark Palkovic and Paul Cauthen will be stepping down as compilers of the CD Review Index after the September 1997 issue. The new editor, when appointed, may want to revisit the question of the future of this column.

Zager was thanked for his report, and his excellent work.

E. Technical Reports Series.

The Board reviewed the report submitted by Sherry Vellucci, and admired the sophisticated new cover design of Technical Report no. 25. Vellucci is exploring a possible relationship with Scarecrow Press for the series. (See section X.F., below.)

Vellucci was thanked for her report.

IX. Special Officers.

A. Advertising Manager.

The Board reviewed the report submitted by Susan Dearborn. It was noted that the number of ad pages in Notes is declining. Gottlieb will ask Dearborn for more information about this decline. This should be monitored over the next year, as should the effect of corporate member discounts on corporate revenue.

Dearborn was thanked for her report.

B. Convention Manager.

1. General.

The Board reviewed the report submitted by Susan Hitchens, and met with her during the meeting. There have been several very positive comments from vendors about the exhibit set-up at the Seattle meeting. It was noted that Ned Quist has very graciously volunteered to continue as Assistant Convention Manager.

2. 1999 Meeting, Los Angeles.

The Board reviewed the detailed report of Los Angeles area hotel options submitted by Hitchens, and discussed these options with her at length. It was moved by Diane Parr Walker, seconded, and carried by a vote of 5 (five) in favor, and 4 (four) against, that the Board authorize the Convention Manager to select one of the Downtown Los Angeles hotels for the 1999 annual meeting, with preference given to the Regal Biltmore and the Hyatt Regency. The proposed Century City location was also discussed. This is a desirable location for a meeting in many ways, because of the many nearby attractions, but Hitchens expressed strong doubts about the quality of service MLA would likely receive from the hotel. Two of the hotels in the downtown area would likely provide better service at a comparable price; the main drawback to the downtown area is the relative lack of evening activities in that area. The Biltmore has reported availability for Feb. 3-6, 1999, but a later date would be preferable since ALA Midwinter is planned for late in January that year.

Resounding thanks were expressed to Hitchens for her excellent work.

C. Placement Officer.

The Board reviewed the report submitted by Elisabeth Rebman. It was noted that the paper version of the Job List still seems to be viable at this time. Rebman asked whether her role as placement officer should be expanded to include more

advocacy on behalf of job seekers, such as collecting resumes and sending them to prospective employers and including "position wanted" ads through the Job List. Representation of job seekers could be a very touchy area, and would need to be approached with great caution. The Board agreed that expansion in this direction is not appropriate at this time.

Rebman was thanked for her excellent report.

D. Publicity Officer.

The Board reviewed the report submitted by Leslie Bennett. It was agreed that forgoing the exhibit at SEM meetings is appropriate at this time; the question should be addressed again in a few years. The Publicity Officer is encouraged to review the possible exhibit venues regularly, and to continue to keep the Board informed. MLA does not necessarily need to exhibit at the same meetings every year. Exhibit choices might be considered on the basis of what publications are available that might be of interest. The Board also agreed that the Publicity Officer could be notified of the results of annual elections in advance of the annual meeting, so that new officers could be contacted for press release information. The Publicity Officer would need to keep this information confidential.

Bennett was thanked for her report and her enthusiastic and thoughtful work.

E. Reappointment of Special Officers.

1. It was moved by Mark McKnight, seconded, and carried unanimously, that the Board reappoint the Advertising Manager, Convention Manager, Placement Officer, and Publicity Officer each for another one-year term.

2. It was moved by Mimi Tashiro, seconded, and carried unanimously that Bonna Boettcher be reappointed as Executive Secretary for another year. Thanks were expressed to Boettcher for her extraordinary work.

3. It was moved by Paula Elliot, seconded, and carried unanimously that James Cassaro be reappointed as Treasurer for another year. Resounding thanks were expressed to Cassaro for his work.

X. Standing Committees.

A. Development.

1. The Board reviewed the report submitted by Linda Solow Blotner, Chair. The committee will be asked to prepare publicity encouraging donations to the Duckles and Gerboth funds, for the MLA table at the annual meeting.

2. Marketing Subcommittee.

The Board reviewed the report sent by Sarah Dorsey, Chair. The subcommittee is working on a T-shirt design for the New Orleans meeting. One possibility is to incorporate a saxophone, but it was suggested that a trumpet might be more appropriate to New Orleans. Due to lack of time, the Board will not review the exact design. Price and quantity were also discussed. 300 shirts at \$15 each was suggested. The price will need to include sales tax. Dorsey should be in contact with Cassaro and Boettcher soon about this project. The shirts will be sold at the MLA table, which will be adjacent to the Silent Auction and Donation tables. The Development Committee will work on the aesthetic appeal of this group of tables.

B. Education.

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

1. Joint MLA/MOUG workshop.

It was moved by Calvin Elliker, seconded, and carried unanimously, that the MLA/MOUG Pre-Conference Series Authority Workshop proposal be approved for the 1997 annual meeting in New Orleans. The Board concurred with the committee's suggestions concerning the handling of income and expenses for this joint venture. The call-in registration system will be used for both workshops.

2. Poster Session.

It was moved by Steve Fry, seconded, and carried unanimously, that the Board approve the Poster Session as proposed. Due to a small number of applicants, there will be just one session.

The Committee was thanked for its report and hard work.

C. Finance Committee.

1. Investments Subcommittee.

The Board reviewed the recommendation submitted by Robert Curtis, to change MLA's investment plan. The Board unanimously approved the recommendation of the Finance Committee, to accept the Investments Subcommittee's recommendation that one half of the investment now in the Parnassus mutual fund be moved to the Parnassus Income mutual fund, and one half of the monies now in the Parnassus mutual fund be moved to the Fidelity Growth and Income mutual fund.

2. Audit Committee.

Mary Wallace Davidson selected two lines of the budget: one from income and one from expenses. The lines

selected were 2.012, Advertising income; and 6.01312, Printing of member renewal mailing. All was found to be in order. Davidson was thanked for serving on the committee.

3. Convention Budget.

The convention budget was prepared by Calvin Elliker, Assistant Fiscal Officer. It was a very smooth process this year, thanks to the excellent advance work of Susan Hitchens.

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

Early registration:	\$100
Students or 1-day reg.:	\$ 50
After December 10:	\$125
Extra banquet ticket:	\$ 40
Exhibit tables:	\$400
Program ads: full pg.	\$150
1/2 pg.	\$ 85
inside or back cover	\$200
Preconference workshops:	
Series	\$ 40
Disaster preparedness	\$ 75
non-member added fee	\$ 10

Corporate Patrons will receive a 20% discount for exhibit tables; the Corporate Member discount will be 10%.

Enormous gratitude was expressed to the Convention Manager and the Finance Committee for their work.

D. Nominating.

The Board reviewed the report submitted by Jerry McBride, Chair.

1. Slate of Candidates.

It was moved by Paula Elliot, seconded, and carried unanimously, that the Board approve the slate of candidates for the 1996 election submitted by the Nominating Committee.

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

The committee was thanked for its excellent work.

E. Program.

1. 1997 meeting.

The Board reviewed in detail the program schedule submitted by Leslie Troutman, Chair. Corrections and problems were conveyed to Boettcher, who will work out the final details with Troutman. The new title for the second plenary session was received with favor; Linda Barnhart will be

in touch with Sherry Vellucci concerning responses to the speakers. Resounding thanks were expressed to Troutman for an excellent program, and for her part in the very smooth convention budget process.

It was noted that the Local Arrangements reception will be held at the Historic New Orleans Collection. This is not a large space, but will bring people into the French Quarter for dinner, etc.

2. 1998 meeting.

The Board reviewed the report submitted by Laura Gayle Green. Regarding a proposal to hold a plenary session at Harvard, it was recommended that the plenary session not be held away from the hotel, but that plans for a concert and reception at Harvard continue, preferably on Friday evening. Several possible plenary session topics were suggested, including a session on Boston music history; "Back to the Book", with a focus on rare materials; Technostress, including administrative aspects; Digital preservation, perhaps working with the Northeast Document Conservation Center; Ethnomusicology; Fund raising and development; Gender and music; Internet concerns. Gottlieb will talk with Green, and encourage her and the committee to move forward quickly on this program. A preliminary program with proposed speakers and budget should be presented to the Board at the New Orleans meeting. Committees, subcommittees, and roundtables need to be encouraged to submit program ideas to the program committee. The dissolution of the wrap-up session has meant that the Program Chair doesn't get as much immediate input from those sources as before.

The proposed "Ask MPA" session is a great idea. There should be as little as possible scheduled against this event. The panel should be diverse, perhaps including a popular music publisher.

Gottlieb will arrange to include a meeting with Green and with the Boston Local Arrangements chairs during the New Orleans Board meetings. There should be reports from the Local Arrangements committee at the preceding annual meeting, and at succeeding Board meetings.

Thanks and encouragement were expressed to Green and the committee.

F. Publications.

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

1. Proposed relationship with Scarecrow Press.

Sherry Vellucci has been in contact with Scarecrow Press about their Association Publishing Program, and would like to consider them for publication of the Technical Reports Series. Scarecrow would handle printing, production, and marketing, and would pay royalties of 10% to authors, and 5% to MLA. They would generally require a minimum of 500-700 copies per title, which is more than MLA has usually sold in the past. This would affect MLA's contracts with Haddon, Academic Services, and A-R Editions. It was moved by Calvin Elliker, seconded, and carried unanimously, that the Board authorize the President and the Ad Hoc Committee on Publications Pricing to look into a possible publication arrangement with Scarecrow Press, considering the consequences to related existing contractual arrangements. The Executive Secretary should be added to this committee. Any proposals will be brought back to the Board for review.

Sommer was thanked for her report.

XI. Reports of Special Committees.

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

The Committee reported that it reviewed the purpose of the award, discussed several possibilities, and decided to make no recommendation for the award this year. Serving on the committee were Jane Gottlieb, Mark McKnight, and Diane Parr Walker, Chair.

B. Awards.

1. Dena Epstein Award.

The Board reviewed the report submitted by Deane Root, Chair. It was moved by Mimi Tashiro, seconded, and carried unanimously, that the Board approve the recommendation of the committee for presentation of the Dena Epstein Award. It was noted that in the future, the Board would like to see more detailed information on the applicants' budgets. The committee has suggested a three-year limit on resubmission of proposals. This should be clarified as to whether the three years would be consecutive or not. The Board concurs, however, and will leave this detail up to the committee.

The Committee was thanked for its excellent work.

2. Kevin Freeman Award.

The Board reviewed the report submitted by Judy Tsou, Chair. It was moved by Paula Elliot, seconded, and carried unanimously, that the Board approve the recommendation of the committee for awarding of the Kevin Freeman Travel Grant. In the future the guidelines should be more specific as to what expenses

are covered by the grant. The preference of the board was to cover travel and hotel costs, and offer free registration, but not to offer a per diem rate for meals. It was moved by Mark McKnight, seconded, and carried unanimously, that Freeman Travel Grant recipients be given free student registrations to the annual meeting. The names of the recipients will need to be sent to the Local Arrangements Committee. The meeting badges of the recipients should have some kind of special designation. The winners will be asked to submit a brief report after the meeting.

The committee was thanked for its excellent work.

3. Walter Gerboth Award.

The Board reviewed the report submitted by Melva Peterson, Chair. It was moved by Marjorie Hassen, seconded, and carried unanimously, that the Board accept the recommendation of the committee for presentation of the Walter Gerboth Award.

The committee was thanked for its fine work.

Recipients of all three awards will be notified soon; the awards will be announced at the Business Meeting. It was suggested that applications for the awards could be made available for the MLA exhibit. The respective committees would need to provide the forms.

4. Publications Awards.

The Board reviewed the report submitted by Marjorie Hassen, Chair. It was moved by Mimi Tashiro, seconded, and carried, with 8 (eight) yes votes, and 1 (one) abstention, that the Board accept the recommendations of the Publications Awards Committee for awards to be given at the 1997 annual meeting. Hassen noted the committee's difficulty with the phrase "the best" in the descriptions of the awards. She will ask the committee to put forth recommendations for revised wordings.

The committee was thanked for its excellent work.

C. Bibliographic Control Committee.

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

1. Report on MLA Representation at ALA Technical Services Committees.

Barnhart was thanked for a well written and very helpful report. She should be encouraged to communicate the contents to the membership as well.

2. Update on Current Activities.

a. It was noted that the sheet music cataloging guidelines are hung up at the moment. It is hoped that this

project may be brought to completion soon.

b. Barnhart should be in contact with Rebecca Littman and David Gilbert concerning planning for a BCC web site. Boettcher will see to this.

Fö Gottlieb has asked Barnhart to be in touch with Sherry Vellucci concerning the plenary session at the New Orleans meeting.

d. It was clarified that the proposed Organizational Liaison Committee will not have any bearing on BCC's representatives to ALA. Gottlieb will also discuss the ALCTS-AV questions with Barnhart.

e. Reports from subcommittee chairs Philip Schreur, Karen Little, Harriette Hemmasi, and Mark Scharff were also reviewed.

Barnhart and the subcommittee chairs were thanked for their excellent reports and continuing good work on behalf of MLA.

D. Public Libraries Committee.

The Board reviewed the report submitted by Jeanette Casey, Chair. It is good to see that this committee is energized and excited about possibilities coming out of Plan 2001. The committee's suggestions for outreach should be coordinated with other appropriate committees such as Education. The suggestion to publish the music reference section of the program "Taking the Mystery out of Music" is especially intriguing. It might also be possible to prepare a brochure of some sort. The welcome letter to new members should have something especially for new public library members, but so far public library affiliation is difficult to identify. Boettcher will explore with Jim Henderson the possibility of adding something to the new membership and renewal forms. The committee should also be in touch with the Publicity Officer about possible additions to the MLA exhibit, and with the Web Site Task Force about suggestions for the MLA web site. It was suggested that a member of the Public Libraries Committee be added to the Education Committee.

Many thanks and strong encouragement were expressed to Casey and the committee.

E. Reference and Public Services Committee.

1. MLA Web Site Task Force.

The Board reviewed the report submitted by Rebecca Littman, Chair. It was moved by Paula Elliot, seconded, and carried unanimously, that the Board approve the formation of Web Site Oversight and Technical Support subcommittees under the

Publications Committee, and the purchase of an ethernet card to make the link to Indiana University's site invisible. It was noted that the cost of the ethernet card is not currently budgeted, but it may be possible to make the purchase in this fiscal year. A formal agreement with Indiana University should be ready for the Board to review at the New Orleans meeting.

Resounding thanks were expressed to the Task Force for such great work in a short time.

XII. Search Committees.

A. Newsletter Editor.

Gottlieb reported on behalf of Nancy Nuzzo, Chair, that the position has been advertised in various places, and applications will also be invited. Suggestions for possible candidates should be conveyed to Nuzzo.

B. Notes Editor.

The Board reviewed the report submitted by Suki Sommer, Chair. Suggestions for possible candidates should be forwarded to Sommer.

XIII. Roundtables.

A. Renewals.

The following Roundtables will be up for renewal in 1997: American Music, Bibliography, Contemporary Music, Jewish Music, Large Research Libraries, and Research in Music Librarianship. Gottlieb will be writing to the coordinators soon to remind them of the requirement of six letters of support in order to renew a roundtable.

XIV. Old Business.

A. Working Group on Surveying Music Library Personnel Characteristics.

The Board reviewed the report submitted by David Lesniaski, Chair. There are still some concerns about the focus of the survey, and the effectiveness of random sampling with this size of group. The working group is asked to come back to the Board in January with a shorter survey, and plan for distribution, taking the budget for this project into account. The final product from the Working Group should be a report of the data.

XV. New Business.

A. Duckles Fund campaign.

Quite a few MLA daggers remain as leftover premiums from this campaign. It might be worthwhile to have a new drive for this fund at the New Orleans meeting. This will be suggested to Linda Solow Blotner. It was also suggested that chapters or other groups might want to honor retirees or others by making donations in their honor.

B. Payments by Credit Cards.

The question has come up of whether MLA could accept credit cards or electronic checking. The credit card question has been investigated before, and not pursued because of the fees involved (usually about 4% of the transaction amount). Perhaps it is time to look into this again, however, since MLA hopes to begin selling T-shirts, and perhaps other merchandise, at annual meetings. Boettcher will talk with Jim Henderson about this.

C. Follow-up from Brainstorming session at Denton meeting.

At that session, the Board discussed the possibility of establishing an honorary "Board of Advisors" for MLA. Board members were asked to send lists of suggested names to Gottlieb prior to the New Orleans meeting. Such a group should be fairly diverse.

D. Next Board Meeting.

The next meeting will be in New Orleans, before and after the MLA annual convention.

XVI. Adjournment.

Laura Snyder and Mary Wallace Davidson were thanked for hosting the meeting at the Sibley Music Library of the Eastman School of Music. It was moved by Steve Fry, seconded, and carried unanimously, that the meeting be adjourned at 10:40 am, Sunday, September 29.

Submitted by Laura M. Snyder, Recording Secretary.

Appendix I. New Policies adopted by the Board.

The role of the Placement Officer should not expanded to include more advocacy on behalf of job seekers. (IX.C.)

MLA does not need to exhibit at the same meetings every year. (IX.D.)

The Publicity Officer should be notified of election results in advance of the annual meeting. (IX.D.)

Change in distribution of MLA investments. (X.C.1.)

Winners of the Freeman Travel Grant will also be granted free registration at annual meetings. (XI.B.2.)