

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

New Orleans, Louisiana, January 28-February 2, 1997

Tuesday, Jan. 28: 2:10-7:05 pm; Wednesday, Jan. 29: 9:00 am-5:10 pm; Saturday, Feb. 1: 8:00-8:50 am; Sunday, Feb. 2: 8:30-11:25 am.

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

Incoming Board Members: Deborah Campana, Michael Colby, Daniel Zager.

Guests: David Farneth (VIII.A., XI.A.), Michael Rogan (VIII.B., X.E.1.b.), Sherry Vellucci (VIII.D., XI.A.), Susan Hitchens (IX.B.), Beth Rebman (IX.C.), Leslie Bennett (IX.D.), Lynne Jaffe (X.D.), Laura Gayle Green (X.E.1.), Susan Sommer (X.F., XI.A., XIII.A.), Lenore Coral (XI.C., XIV.B.), Nancy Nuzzo (XIII.B.), David Lesniaski (XVI.A.)

I. Approval of Agenda.

It was moved by Steve Fry, seconded, and carried unanimously that the agenda be approved with the following additions:

IX.B.1. Louisville meeting, 2000; X.E.2. Student Registration Fees; XI.D.1. Reference and Public Services Committee, Information Sharing Subcommittee.

II. Recording Secretary's Report. Laura Snyder.

A. It was moved by Mark McKnight, seconded, and carried unanimously, that the minutes of the September 27-29, 1996 (Rochester, NY) meeting be approved with the following correction: page 12, XI.B.2., line 2, replace "carried unanimously" with "carried with 8 (eight) yes votes, and 1 (one) abstention". Snyder distributed copies of the revised Index to Board Policies, updated to include policies made in 1996.

III. Parliamentarian's Report. Stephen Fry.

A. Administrative Handbook Alterations.

Fry distributed copies of page 13, which had been missing from the edition issued at the September 1996 meeting, and draft revisions involving sections VI.F., II.B.5.a., II.C.5-7., V.H.5-8, V.I.9.e. (removed), V.J.3., and V.H.3. He also distributed draft revisions to Articles VI and X of the Constitution and By-laws to reflect the amendments passed by the membership in the fall 1996 election. Hassen will provide the necessary replacement pages for these changes at the next meeting. Fry was thanked for an excellent job on this monumental undertaking.

B. Choice of rules.

Fry noted that although the current edition of Robert's Rules of Order has been designated as the parliamentary authority for MLA board meetings, it does not apply particularly well to a group of this size. Sturgis might be more in line with current practice. Hassen and Zager, the new Parliamentarian and Assistant Parliamentarian, respectively, were encouraged to take a look at Sturgis.

IV. Treasurer's Report. James Cassaro.

A. Materials Distributed.

1. The 1996/97 Second Quarter Reports were distributed by mail, and included the following sections: Balance Sheet, Operating Budget, Supplemental Income, Awards Account, Investment Accounts, Endowment Accounts Accumulated Principal, Mutual Funds Activity, and Publications Budget.

2. No 1996/97 Third-Quarter-To-Date Reports were distributed, since this meeting was only one month into the quarter. Changes to Operating Budget and Supplemental Income reports for the third quarter are reported below.

B. Overview, Balance sheet, mid-year.

1. The 96/97 fiscal year budget is performing substantially better than the 95/96 budget was at mid-year, even though the percentages of income/expenditures are somewhat different; the dues increase and the attainment of several new corporate members/patrons affect this observation as well. The financial gain in assets at this point last year was only \$53,587.65. That figure has more than doubled this year, and stands at \$112,856.36. Fairly substantial increases to MLA's various investment accounts add to this gain. Within the Operating Budget, dues income is higher, as expected; sales are lower; meetings, higher (conference registration fees were taken in earlier this year); and Placement Service is lower. There has been no income to report in the Other Income category. The

Silent Auction and the MLA Shop are expected to produce such at this conference. Overall, expenditures are lower this year than last in most categories except for Other Member Services, Publications, and Miscellaneous. The Supplemental income continues to be on par with last fiscal year at this point.

There is a slight drop (approximately \$300.00) from last year. This may be a result of no active campaigns being conducted at this time. The General Endowment and Awards accounts show significant increases from last year at this time: approximately \$17,000.00 increase in Awards and approximately \$44,000.00 increase in the General Endowment Fund. The Operating Budget Balance is about \$20,000.00 higher this year (\$59,187.41 in fiscal year 1995/96 as compared to \$81,779.07 in 1996/97).

C. Operating Budget, Second Quarter.

With the earlier receipt of conference registration fees, this budget is doing better than usual. Notwithstanding any unusual or extraordinary expenditures that may occur between now and June 30th, it seems likely that MLA will again be in the black at year's end.

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

2. Miscellaneous Lines (Second Quarter)

a. Expenditures Line 11.02, Miscellaneous Charges: \$15.00: bank charge for stop payment of the check written to the New England Chapter for its chapter grant award. This was originally paid out in the first quarter, but the check was never received. After the original check was stopped, a new check was issued to the chapter, and reflected in the second quarter reports.

3. Overview.

a. Income is at 68.04% (FY 95/96 at 57.95%); this is higher due to the dues increase.

(1) Dues: at 88.84%; in 95/96 this figure was 87.31%.

(2) Sales: at 51.68% overall (95/96 at 48.61%; 94/95 at 50.02%)

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

(b) Sales of the MCB Index are virtually non-existent; sale of Music Cataloging Decisions have gone over the anticipated income.

(c) Sales of the Index and Bibliography and Technical Reports series are slow; there has been only one new

publication this year, and it has not yet broken even.

(d) No royalties were received in the second quarter; royalties from A Basic Music Library are expected in the third and fourth quarters.

(e) Income from the Notes Index, Harvard Symposium papers, and the Membership Handbook is strong, hopefully amounting to anticipated income by the end of the fiscal year. Income from mailing lists, which has supplanted publications sales as a significant source of income, is about par with last year (76.01% this year; 77.98% last year).

(3) Meetings: 62.19%.

(a) This is markedly higher than last year at this time, due to earlier receipt of registration fees.

(b) Registration income reflects approximately 290 attendees as of 12/31/96; banquet income more than doubled what was anticipated; there has been one donation to local arrangements from exhibitors: Theodore Front (\$250). Almost all local contributions have been received to date.

(c) No pre-conference registration was received in the second quarter; a deposit of \$1,380.00 in such fees was made the week of January 21; there are nine outstanding checks from the series authority workshop, co-sponsored with MOUG, amounting to \$370 in additional income that will be posted to the workshop registration line 3.0211.

b. Expenditures are at 43.96% overall (FY 95/96 at 41.69%)

(1) Management Services: at 44.67%; lower than last year (48.18%), but about normal. Mailing and printing costs for the flyer for A Basic Music Library will be divided among the various membership mailing expenditure lines, since it did not have its own budget line.

(2) Program Expenses: at 51.59%; lower than last year (67.67%); most expenditures are due to the MLA/AMS Joint Committee on RISM (subsidy of \$2,500), the RILM Office subsidy (\$6,200) and BCC travel. None of the Committee Projects lines have been expended to date.

(3) Other Member Services: at 40.99%; higher than last year (35.43%); NISO dues have been paid out. Publicity spending is higher this year, reflecting increased exhibiting at conferences. Placement Service expenditures are again showing benefits of centralized printing and mailing via the MLA Business Office.

(4) Publications: at 64.12%; substantially higher

than last year (50.50%).

(a) MCB expenditures are up; publication is on schedule again. The October 1996 issue was substantially larger than usual (22 p.); this line might go over by year's end.

(b) Notes, at 72.14% (higher than last year at this time: 69.10%); the last bill paid out on Jan. 7, 1997 was the final bill for the December 1996 issue and amounted to \$6,247.55.

(c) Meetings: expenditures have been minimal so far; further expenditures will come later in the third quarter as well as in the fourth quarter.

c. Third Quarter-to-Date Figures.

(1) Income: \$23,074.00 since Jan. 1, 1997. This was mainly in convention income, the most recent Academic Services deposit, and some additional Membership Handbook sales.

(2) Expenditures: \$21,881.00 since Jan. 1, 1997, which reflects expenditures for the convention, management services, 3rd quarter honoraria, MLA citation, MCB Jan. 1997 issue, ALA flyer costs and Notes.

(3) Balance: \$1,193.00.

D. Supplemental Income (Second Quarter)

1. Very little was contributed to the various funds in the second quarter, with the exception of an anonymous \$5,000 donation, in the form of a challenge.

2. An additional \$1,000.00 donation to the Wicker Family Endowment Fund was posted in January. This will bring the accumulated principal of that fund to \$6,100.00.

E. Awards Account.

The value of the account at end of the second quarter was \$100,644.35. Dividends, including short and long term capital gains, amounted to \$7,625.79 at the end of the quarter, more than enough to cover the awards this year.

F. Accumulated Endowments Principal.

1. The total is \$87,564.98 at end of the second quarter, an increase of \$6,080.00 from the beginning of fiscal year 1996/97.

G. Investment Accounts.

1. Most of MLA's funds showed an increase in Net Added Value from the end of the first quarter, with the exception of the Calvert awards account, the Fidelity American Gold and Precious Metals funds, and the Parnassus Income Fund.

2. Increases in the various funds from 1st to 2nd quarters are as follows: General Endowment, \$16,804.40

(\$17,910.56 from beginning of the fiscal year); Awards, \$3,514.05 (\$7,700.83 from beginning of the fiscal year); and Money Market Funds, \$143.50 (\$286.09 from the beginning of the fiscal year.)

H. Mutual Funds Activity Report.

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

I. Other Activities and Business.

1. IRS 1099-MISC forms (and the corresponding 1096 Form to the IRS) were mailed on 18 January to 19 recipients of honoraria or wage payments for services that totaled \$600 or more for calendar year 1996.
2. The report to authorized budget expenders will go out after the annual meeting.

The Board expressed enormous gratitude to Cassaro for his excellent work.

V. Executive Secretary's Report. Bonna Boettcher.

A. Election.

In the fall of 1996, ballots were mailed to the membership to determine three new members-at-large for the Board, and to vote on two Constitutional amendments. 846 ballots were mailed, and 421 returned, for a return rate of 49.7% (a slight increase from 1995's 48%). Six ballots were postmarked after the 2 December deadline, and declared ineligible; one was unusable for the members-at-large election, since five names were marked. Amendment 1 (status of the Membership Committee) was passed with 392 yes votes and 15 no votes. Amendment 2 (amendments must be approved first by the Board) was passed with 325 yes votes and 79 no votes. Boettcher acknowledged the help of Patricia Falk of Bowling Green State University, who served as election teller.

Boettcher mailed to each new member of the Board a copy of the Administrative Handbook and Official Calendar, and added them to MLABD-L in late December.

B. Membership.

1. New Members.

Since the September meeting, Boettcher has processed 17 new individual members, 15 new student members, and 7 new institutional members. Each new member is sent a copy of the membership handbook, a welcome letter, and information about their regional chapter. Names and addresses are forwarded to the

Vice President/Past President, who notifies chapter chairs.

Boettcher will stop sending 1996 membership handbooks soon, since the 1997 handbook should appear early in April.

2. Preliminary Growth Report.

Boettcher distributed copies of the preliminary MLA Growth Comparison, using figures as of December 1996. This annual report is usually based on 31 January figures reported by Academic Services; due to the early date of this meeting, the report will be updated with those figures later. Individual memberships are at 856, down from 895 in January 1996, a 4 1/2% decline; Student memberships are at 102, down from 108, a 5 1/2% decline; Retired: 146, up from 135, an 8% increase; Associate: 3, down from 4; Sustaining: 5, up from 4; Life: constant at 3; Honorary: decreased by 2 due to the deaths of Virginia Cunningham and Nicolas Slonimsky. Thus, individual memberships are at 1,135, down from last year's 1,170, a 3% drop. Institutional memberships total 654, down from 719 in January 1996, a 9% drop. Corporate memberships are at 13 (9 patrons, 4 members), representing a 325% increase. Total memberships are at 1,802, down from 1,893, representing a 5% decline.

Individual subscribers to Notes are at 44, down from 52, a 15% drop. Institutional subscribers are at 611, up from 588, a 4% increase. The total of members and subscribers is at 2,503, down from last year's 2,580, representing a 3% decline.

C. Publications.

Again, this report summarized figures through 31 December, rather than the usual 31 January.

1. Index and Bibliography Series.

The Elliot volume has not yet appeared, thus no new volumes have been issued in this series since the Young. Sales are flat, with 21 volumes sold during the first half of the fiscal year, resulting in billings of \$273.20.

2. Technical Reports Series.

Sales are up slightly, due to the publication of the Ashley volume, which has sold 207 copies. Boettcher expressed concern about the slow sales of this volume, and the lack of advertising for it. In total, 250 volumes were sold in this series, resulting in billings of \$5,053.78.

3. Other Sales.

Other sales included 3 copies of Music Librarianship in America, small numbers of the Cumulated Cataloging Decisions and the MCB Index, 12 individual Notes issues, and 71 copies of the Notes index, primarily due to repeat publicity in the summer

membership renewal mailing. Total billing for the Notes index was \$1,770.00, bringing total sales of the index to \$11,709.00. Unfortunately, 1,076 copies remain in inventory.

4. MCB subscriptions continue to decline, and are down to 710.

5. Boettcher has asked Jim Henderson to instruct Haddon to remove vol. 50 of Notes from inventory; only the current two years are retained.

6. Following instructions from Gottlieb, Sherry Vellucci has prepared flyers for another "fire sale" of older publications, with the discounts to be offered to the membership. Flyers will be available at the Development Committee table during the annual meeting.

7. ALA Store. Boettcher was able to arrange for MLA publications to be displayed and sold at the ALA Store during ALA-Midwinter, thanks to Paula Matthews, who knows the person who runs the store.

8. Directory of Library School Offerings in Music Librarianship, 6th edition.

Ray White mailed camera-ready and diskette copy in October, and Boettcher produced 50 copies. One copy was sent to Bonnie Jo Dopp for the MLA Archives, 2 copies to Ray, and one to Roberta Chodacki. Both print and diskette copies were sent to Ralph Papakhian to mount on the MLA Clearinghouse. Since production, 4 copies have been sold, and 2 more orders are awaiting prepayment.

9. Membership Handbook.

Since the September meeting, 1 copy has been sold, and 2 sent to Leslie Bennett for display. The 1997 Handbook will remain in the same format. Boettcher received first proofs from Jim Henderson in early December, and returned corrections, plus the preliminary information and the revised Constitution and By-Laws on 16 December. There have been requests for a sort by institution rather than by city of residence for members with institutional affiliations. Henderson indicated that the programming charge to do this would be minimal, but the proofreading would be tedious, since there is currently no authority control over listings of institutions. This change could not be made for the 1997 Handbook, but Boettcher is willing to pursue this for future editions.

10. Brochures.

Since the September meeting, 5 requests have been filled, including 4 red and 5 green brochures. Boettcher also

mailed 200 of each to Bennett for displays. Revised brochures should be appearing this spring. Work was proceeding, but the near-advent of the MLA web site has slowed production until the official domain name is established. In the meantime, Boettcher is still making hand and label corrections to the old brochures.

D. Contributions.

Since the September meeting, Boettcher has acknowledged 13 contributions. She acknowledges all contributions under \$100, while the President acknowledges those of \$100 or more. Totals for calendar year 1996 include:

Patron	2	\$2,000.00
Sustaining	5	\$ 700.00
Unrestricted	17	\$ 597.33
Duckles	11	\$ 276.00
Epstein	14 (1 at patron level)	\$ 766.00
Freeman	92 (2 at patron level)	\$3,431.00
Gerboth	7	\$ 117.00
General Endowment	18	\$1,010.00
Totals	162	\$8,897.33

E. Basic Music Library mailing.

With the combined efforts of Boettcher, Jane Gottlieb, Art Plotnik of ALA, and Jim Henderson, the publicity mailing to the MLA membership was finally accomplished. ALA financed duplication, while Henderson worked with Globe to execute the bulk mailing. Plotnik sent an additional 300 flyers to distribute at this meeting.

F. Convention Mailing.

With the cooperation of all involved, Boettcher sent the packet to Henderson on 4 October; he oversaw quick production, and the mailing went out early! Thanks are due to Leslie Troutman, Neil Hughes (MOUG), Laurie Sampsel, Laurie Phillips Gibson and the Local Arrangements Committee, Susan Hitchens, and Beth Rebman.

G. Convention Program.

After many snags, the first version was sent to Robert Curtis on 23 December. He was able to delay printing, and a revised version was sent on 7 January. Boettcher now has a much better idea of guidelines to give the Program Chair. She heartily recommends more attention to software compatibility in the future.

H. Other.

1. Letterhead will be sent to Board members soon.
2. Bowker sent Gottlieb a request for updated directory information. Although they had correct Board information, they listed only two committees and the Roundtables. Boettcher faxed the complete information to them.

3. Boettcher distributed copies of the new Administrative Structure, effective at the end of the annual meeting.

Resounding thanks were expressed to Boettcher for a terrific job.

VI. Vice President's Report. Diane Parr Walker.

A. Chapter Liaison Activities.

1. Walker attended three chapter meetings this past fall: the Southeast Chapter, the Chesapeake, and the Midwest Chapter's 55th anniversary meeting. At each meeting, she talked about the chapter section of Plan 2001. Chapter revitalization is a goal shared by many.

2. Walker has regularly been forwarding information about new MLA members, and those changing locations, to the chapter chairs.

3. The Chapter Chairs' breakfast at the annual meeting provides for exchange of information among chapter chairs. This year, the members of the Chapter Task Force have been invited to the breakfast as well.

4. Annual reports from the chapters were collected for the November/December Newsletter; copies were forwarded to the Publicity Officer, Treasurer, and others.

5. Several chapters now have listserves and/or web pages. The Web Site Subcommittee should see that MLA's web page provides connections to these. The question was brought up of standardization of chapter web sites. They could be encouraged to include the MLA logo, and to provide some information about the national MLA, including membership forms. Chapter newsletters have been encouraged in the past to include such information.

Walker was thanked for her fine report and work.

VII. President's Report. Jane Gottlieb.

A. New Board Members.

Gottlieb officially welcomed the three new Members-at-Large: Deborah Campana, Assistant Reports Gatherer; Michael Colby, Assistant Fiscal Officer; and Dan Zager, Assistant

Parliamentarian. She noted that future nominating committees should ask candidates to delay arranging travel to the annual meeting until after the election results are known, so that they can attend all of the board meeting; this was not feasible for the New Orleans meeting, however.

B. Administrative Structure Changes.

1. Plan 2001. Gottlieb announced appointments and read charges for several new committees established as part of Plan 2001 (as approved by the Board at the June 1996 meeting): the Ad Hoc Task Force on Implementation, Ad Hoc Administrative Services Committee, Ad Hoc MLA Chapter Committee, and the Library School Liaison Subcommittee. The latter operates under the auspices of the Education Committee. The Organizational Liaison Task Force remains to be established. The Implementation Task Force should work on this in conjunction with the President.

2. Other changes.

a. The Membership Subcommittee has now become a Standing Committee.

b. The new Web Site Subcommittee has been established under the auspices of the Publications Committee. The domain name for the site has been established as musiclibraryassoc.org.

c. Linda Solow Blotner wishes to step down as Development Committee Chair. Gottlieb and Walker have been working on identifying a replacement.

d. Lois Kuyper-Rushing will become chair of the Education Committee at the conclusion of the annual meeting, succeeding Roberta Chodacki. Julia Marshall has been appointed the Public Libraries Committee liaison to the Education Committee.

e. Deborah Pierce has been appointed the new chair of the Administration Committee. The charge of this committee needs to be reexamined.

f. Jane Penner has been appointed as the new chair of the Joint Committee on MLA Archives.

C. Roundtables.

Gottlieb noted that the following roundtables are up for renewal in 1997: American Music, Bibliography, Contemporary Music, Jewish Music, Large Research Libraries, and Research in Music Librarianship. Six letters of support for each need to be sent to Walker by May 15, 1997.

D. Awards.

1. Gottlieb notified recipients of the Epstein, Gerboth, and Freeman awards soon after the September Board meeting.

Letters for the publication awards have been written and will be mailed on the day of the annual business meeting.

2. Gottlieb also read for the Board the text of the citation to be presented: "In recognition of her distinguished service to music librarianship, the Music Library Association awards this citation to Ida Reed, past Member-at-Large and an early organizer of the Pennsylvania Chapter. In her many contributions as reference librarian, advisor, author, and teacher, but most especially as mentor to new, young professionals, she has had a profound and enduring influence on a generation of music librarians, guiding many of them toward rewarding careers down hidden paths they would otherwise never have suspected were there. Her determination, leadership, wise counsel, and generous spirit serve as an inspiration to us all." She announced that unfortunately, Ida Reed would not be able to attend the meeting due to illness.

E. Contributions.

Gottlieb has been in communication with the anonymous donors of the most recent challenge grant, which is intended to encourage donations to all MLA endowed funds. Contributions received from the beginning of the New Orleans meeting through the end of the Boston meeting will be matched, up to a total of \$5,000.

F. ALA relations.

Gottlieb worked on the advertisement mailing for A Basic Music Library with Boettcher and Art Plotnik of ALA. Plans to sell MLA publications at the ALA store are the result of contacts made at the Affiliates' meeting in New York last summer.

G. MLA/MPA/MOLA Joint Committee.

Gottlieb attended a recent meeting; she directed the Board's attention to the report submitted by John Shepard. [See XII.B., below.]

H. Bibliographic Control Committee.

1. Gottlieb has discussed with Linda Barnhart, committee chair, the possibility of a "BCC Intern" who would take minutes at meetings, to help relieve the MCB editor of this task. This would also provide a newer member with some experience on this committee. The Board discussed this issue, and had several questions about the proposal, such as whether a person newer to the profession would have enough background for the task, what kind of training would be involved, and whether the task of minute-taking might better be rotated among subcommittee chairs or handled in some other way. More information is needed from

Barnhart on this proposal. A related question arose of term limits for committee members. There are currently no term limitations, and some people have remained on committees for years, while other qualified members are denied the opportunity of committee service. This needs to be discussed at greater length at a future board meeting.

At the conclusion of her final report as President, Gottlieb was thanked and applauded for her terrific work in office.

VIII. Editors.

A. Index and Bibliography Series.

1. The Board met with David Farneth, and reviewed his written report. He is working on getting some new projects into production. One manuscript is currently out for review. It has been proposed as a bi-lingual publication in English and Portuguese.

2. Heyer/Hill proposal.

The Board reviewed a very preliminary proposal submitted by Farneth concerning the possible transfer of this project to MLA. It is much too large for the Index and Bibliography series. It would require separate support, and sponsorship by an institution, somewhat like the RILM and RISM projects. This could be one of the largest publication projects attempted by MLA, and also one of the most important. The Board agreed that more information is needed at this stage, and at some point a feasibility study should be done. Farneth agreed to draft a letter to Hill expressing definite interest on the part of MLA, and the need for more information for the June Board meeting. Sommer, Zager, and Walker will review the letter before Walker sends it.

B. Newsletter.

The Board met with Michael Rogan, who is completing his term as editor. He has already met with Linda Hartig, the new editor, to begin the transition process. The May/June issue will be his last. There is a travel budget available to facilitate the transition.

Hartig will be asking the Board for further direction concerning the advertising question which had been tabled last year. The new editor should be encouraged to be in contact with the Board.

Bravo to Michael Rogan for a terrific job!

C. Notes.

The Board met with Dan Zager, editor, and reviewed his written report.

1. Budget.

One more bill is expected in this fiscal year. Zager predicts that Notes should come in under budget, hopefully by at least \$1,500. The issue length has solidified at 350 pages; printing costs have also become more predictable.

2. Transition.

Zager's last issue as editor will be the September 1997 issue. The new editor will begin with most of the staff in place, except that a new compiler of the CD review index will need to be recruited. Zager hopes to be able to pass along at least one article for the new editor's first issue. Zager also noted that the new editor will need to deal with the contract with A-R Editions, which is up for renegotiation next year.

Bravo to Zager for his excellent work!

D. Technical Reports Series.

The Board met with Sherry Vellucci, editor.

1. There were some problems with A-R over the production of Lowell Ashley's volume. Vellucci also expressed great concern over the apparent lack of marketing for this volume. Marketing needs to be more aggressive, and to happen more quickly.

2. There are two more technical reports in various stages of preparation. One may be ready by the end of the summer. The other, on guidelines for cataloging sheet music, is encountering considerable difficulty. A third proposed publication is a collection development template, which may be ready fairly soon. It may be a shorter publication than usual.

3. Vellucci suggested that the Ashley volume on video cataloging should be a required text for the workshop on video cataloging being planned for next year. There might be other possible connections between workshops and publications in the future.

Vellucci was thanked for her excellent work.

IX. Special Officers.

A. Advertising Manager.

There was no formal report from Susan Dearborn, but the Finance Committee briefly discussed her concerns about the impact of corporate membership discounts on her budget. The Committee will be watching this.

B. Convention Manager.

The Board reviewed the report submitted by Susan Hitchens,

and also met with her.

1. Louisville meeting, 2000.

The Board reviewed the information on proposed hotel sites submitted by Hitchens, and by Dick Griscom, chair of the local arrangements committee for that meeting. It was moved by Steve Fry, seconded, and carried unanimously that the Board recommend that MLA enter into negotiations with the Hyatt Regency Hotel in Louisville for the 2000 meeting.

2. Other future meetings.

No meeting sites are yet scheduled after 2000.

Invitations need to be encouraged. Hitchens will put something in an upcoming Newsletter about this. Chapters should also be encouraged to discuss the possibilities.

3. Term proposal.

Hitchens has submitted a proposal to assume the responsibilities of both the Convention Manager and the Assistant Convention Manager at least through the end of the 1998 meeting. It was moved by Marjorie Hassen, seconded, and carried unanimously, that the Board accept Susan Hitchens' proposal to serve as both Convention Manager and Assistant Convention Manager through the end of her term, with the proviso that she notify the Board of her interest in continuing beyond the 1998 meeting in both capacities before the September 1997 meeting. She will receive the combined honoraria of both positions. The option to continue in both positions or not would need to be decided by the fall meeting in order to be able to select a new Assistant Convention Manager during the annual meeting. The proposal would extend Hitchens' term by one year. The current handbook specifies no more than 4-year terms for special officers, but more flexibility may be appropriate in this area, especially for special officers who do not sit on the Board.

Hitchens was thanked profusely for her excellent work.

- C. Placement Officer.

The Board met with Beth Rebman.

1. Rebman reviewed Placement Services plans for the New Orleans meeting. The mentoring program continues to be successful, and works well in conjunction with MLA's other programs for newcomers. There were 15 pairs of mentors/mentees this year. Rebman will be attending meetings of the New Members Roundtable, Interviewing Workshop, and the First Time Attendees reception. It was suggested that the interview program might be expanded into a larger program session for a future meeting, perhaps as an Ask MLA session, including some

recent successful job seekers and employers on the panel.

2. Employment trends.

Rebman noted downward trends in numbers of jobs listed, as well as subscribers to the Job List. The availability of the list on the web might have some influence on the latter. The paper list may become unnecessary in the future, but not yet. A web version of the list might be linked to the new MLA web site, and could be updated more frequently.

3. It was noted that Rebman's term will end after the next annual meeting.

Rebman was thanked for a fantastic job.

D. Publicity Officer.

The Board met with Leslie Bennett.

1. Exhibits.

Recent exhibits at other meetings have included CMS, coordinated by Joyce Clinkscales, and AMS. The latter was especially successful.

2. Publications.

Bennett reported that ads for Technical Report 25 have been placed in two library publications; she has not seen them yet. It was suggested that there should be something in the MLA newsletter about this volume; other possible publications were suggested as well. Cost is sometimes a prohibiting factor, however. Bennett will begin working soon on publicity for Paula Elliot's volume to be published in the Index and Bibliography series. There will be a sale list for the MLA table at the annual meeting, and for the exhibit at the upcoming Sonneck Society meeting.

3. Awards.

Announcements of awards went out very late this year. There is still some confusion about how announcements and calls for applicants should be handled. Winners of awards are now notified after the fall board meeting, but these should not be publicized until after the annual meeting. Solicitations for applicants need to be coordinated with the chairs of the respective awards committees. Bennett also noted that she needs more biographical information on award recipients. The committees should provide Bennett with the necessary information.

4. ALA exhibits.

Paula Matthews has reported that beginning with the ALA meeting next summer, there will be an Affiliates Table, at which MLA could exhibit free of charge. This would save money, provide a better location in the exhibit hall, and require less staffing,

but would not provide as much exhibit space or MLA presence. The Board and Bennett agreed that MLA might consider joining the affiliates' table at the midwinter meeting but should still have a separate exhibit table at the summer meeting.

5. The new MLA web site should be publicized when it becomes available. Bennett will talk with Rebecca Littman about this.

Bennett was thanked for her report and work.

X. Standing Committees.

A. Development.

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

1. Blotner is stepping down as chair of the Development Committee. Walker will be appointing a new chair shortly after the annual meeting.

2. Marketing Subcommittee.

The Board admired the T-shirts which had been designed by Sarah Dorsey, chair, and the committee, for the New Orleans meeting. Unfortunately, there were still quite a few left over at the end of the meeting; next time they will be able to gauge the number better. It was suggested that the next issue of the Newsletter could include an order form to sell the remainder. One T-shirt will be sent to the MLA Archives. The subcommittee plans to design a new shirt for each annual meeting. Since both Boettcher and Cassaro are ex-officio members of the committee, it was agreed that board approval would not be required for individual designs.

Blotner was thanked profusely for her excellent work as chair for the past 3 years.

B. Education.

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

1. Poster sessions.

It was moved by Steve Fry, seconded, and carried unanimously, that the Board accept the recommendation of the Education Committee to approve a poster session for the 1998 annual meeting. The committee was requested to submit a report on the 1997 poster session for the June Board meeting, including the number of attendees, reactions of attendees, reactions of presenters, and interest in future participation.

2. Internet Course.

Gottlieb noted that the course previously proposed to

the Board is now going to be sponsored by the Midwest Chapter.

3. Workshops.

a. The Disaster-Preparedness workshop was canceled due to insufficient registration. Brenda Nelson-Strauss and the Preservation Committee would like to put a survey about this in the Newsletter to better determine why this workshop did not draw registrants, and whether there is sufficient interest in future preservation workshops. The Board agreed that a survey on the failure of this particular workshop might be too negative, and it would be preferable for the Education Committee to invite input on workshops in general, rather than just concerning preservation issues.

b. 1998 meeting.

No specific proposals have come forward yet for workshops at the Boston meeting, though some ideas have been discussed. Any proposals for workshops must be in place prior to the June board meeting. It was also agreed that workshops need not be offered every year. Boston in particular offers many tour possibilities which might take the place of workshops in the pre-conference schedule.

Chodacki and the committee were thanked for their excellent work.

C. Finance. Mark McKnight.

1. Investments Subcommittee.

The Board reviewed the report submitted by Robert Curtis, Chair.

a. The subcommittee will be considering a new program offered to small non-profit organizations by Fidelity, which would take over some of the management of MLA's Fidelity funds. This might require some changes in reporting on investments to the Board.

b. Board members were encouraged to attend discussions of MLA's investment policy at the Social Responsibilities roundtable and the Investment Subcommittee open meeting.

2. Finance Committee Recommendations.

a. The Board unanimously approved the recommendation of the Finance Committee, that honoraria for special officers and editors be increased by approximately 5% in fiscal year 1997/98, pending achievement of a balanced budget. Making this an approximate amount will allow some rounding; some lower honoraria may be increased slightly more. At some point the Finance Committee may want to look further at individual honoraria as

they relate to job descriptions.

b. The Board unanimously approved the recommendation of the Finance Committee, that the current per diem of \$35 be retained for fiscal year 1997/98.

c. The Board unanimously approved the recommendation of the Finance Committee, to implement use of credit cards (Mastercard and Visa) in 1998 for meeting registration and purchases at the MLA Shop. This program will be reviewed afterwards, and may be expanded to include membership renewals in the future. This will be a convenience for the membership, but will cost a \$250 set-up fee, \$10.00 monthly fee, and 3-4% per charge.

d. Cassaro noted that MLA does not currently have a credit card; having one would be useful for certain purposes. He will look into this.

e. Fry noted that there have been some problems with Academic Services' handling of electronic checking. Henderson will be asked to look into this.

Mark McKnight was thanked for his report, and his excellent work as Fiscal Officer. It was noted that he oversaw the preparation of a budget which has been performing extraordinarily well.

D. Membership Committee.

The Board met with Lynne Jaffe, Chair. As noted in the Executive Secretary's report, there has been a 5% overall decline in membership in the past year. Corporate membership has increased significantly, due to the efforts of Joe Boonin and Jane Gottlieb. The Membership Committee should concentrate its efforts on building the individual membership. The committee worked before on establishing chapter liaisons, but didn't get very far. The Ad Hoc Committee on Chapters may want to work on this area, allowing the Membership Committee to concentrate on other member recruitment efforts. One area for possible work is that of lapsed members. The President and Executive Secretary usually send out a letter inviting lapsed members to rejoin MLA; the committee could investigate why people are choosing not to renew their memberships.

E. Program Committee.

1. 1998 meeting.

:\ The Board met with Laura Gayle Green, committee chair for the 1998 meeting in Boston.

(1) A web site has been established for the Boston meeting: <http://rism.harvard.edu/~mla>.

(2) Plenary sessions.

(a) It was agreed that the plenary session on Boston music should focus on important library collections in the region.

(b) The preliminary proposal for a session on Technostress has some good ideas; a few more ideas were added in discussion, including the possibility of bringing in the issue of ergonomics.

(3) Ask MLA/MPA session.

Concern was expressed that this session could easily turn into a free-for-all. It would be good in this case to gather questions in advance, and to begin the session by outlining some of the issues.

(4) It was noted that the Program Committee has had difficulties getting plenary session ideas lately. Green was encouraged to work with committee chairs and roundtable coordinators to generate program proposals.

(5) It was noted that the Boston area includes a number of former music librarians who have moved on to other positions. It might be possible to include some of these people in some kind of discussion forum.

(6) Green will be sending out meeting schedule forms to committee chairs, roundtable coordinators, etc. by the end of February. She may consider putting a copy of the form on the web page. Green will provide a full schedule and detailed plenary sessions for the June Board meeting. Green and Boettcher will coordinate the details of program copy preparation. Budget requests will need to be submitted for the fall board meeting.

(7) The policy to encourage "canned" presentations in place of live internet connections during program sessions was reaffirmed.

b. Local Arrangements.

The Board reviewed the report submitted by Michael Rogan, committee co-chair, and met with him briefly. Local arrangements questions were also discussed with Laura Gayle Green, who has been in close contact with the Boston committee.

(1) The local arrangements committee had suggested the possibility of having vintage dance demonstrations, but the meeting schedule is already very full. This could be offered as one of the pre-conference events.

(2) The tour possibilities look great. The tour of instrument makers is especially intriguing.

(3) Some reservations were expressed about the

possibility of noon-time concerts during the meeting. With all of the activities that go on around the exhibit area, these would likely be little more than background music, which would not benefit either the meeting or the performers. On the other hand, it would be nice to have some live music performances at a meeting. It would be better if concerts could be scheduled as events in a separate room, not in the exhibit area.

(4) Rogan reported that the local arrangements committee for the Boston meeting is large, and duties have already been delegated among the people available. Plans are moving along well.

Green and Rogan were thanked for their progress so far on the 1998 meeting.

2. Student Registration Fees.

The Board reviewed a letter submitted by Lois Kuyper-Rushing, registrar for the 1997 meeting, expressing concern over the fact that many student attendees did not sign up to attend the banquet due to the fact that the student registration did not include a banquet ticket and they were expensive to purchase separately. This policy needs to be researched further. The Board agreed that the student registration rate should include a banquet ticket if possible.

Kuyper-Rushing was thanked for bringing this matter to the Board's attention.

F. Publications Committee.

The Board met with Suki Sommer, chair.

1. MCB.

Phil Schreur has brought the publication back on schedule, and is going full steam ahead. The 5-year cumulated index is way behind schedule. Sommer will ask Schreur if he can take on this project. Sommer suggested that MCB should be marketed to institutions which have dropped their subscriptions since 1992, by sending a current issue.

2. Web Site Subcommittee.

Gottlieb reported that the subcommittee is working on a contract and it looks very good. When the review is complete, it should be ready for Walker to sign.

When the web site is up, it should be publicized widely. Rebecca Littman, the subcommittee chair, has some ideas about advertising on the web.

The subcommittee was commended for a terrific job.

XI. Reports of Special Committees.

A. Ad Hoc Committee on Pricing Structure for MLA Publications.

The Board reviewed the preliminary report submitted by Mark McKnight, Chair, concerning the proposal to turn publication of monograph series over to the Scarecrow Press Association Publishing Program. This proposal would relieve editors of concerns about production and marketing, so that they could concentrate on developing and editing publications. Marketing of MLA publications has been a particular problem, and Scarecrow already has active marketing strategies in place. The Finance Committee recommended that other publishers also be contacted informally about this, to give them a chance to offer alternative proposals. It is also important, however, to move forward on this rather quickly. A final report will be made at the June 1997 meeting.

B. Awards.

1. Gerboth Award.

The Board reviewed the report submitted by Melva Peterson, in answer to the Board's previous request for reexamination of the award's intent in light of changes in career patterns and the small number of applicants in recent years. Gottlieb also reported some additional comments received from Don Krummel. It was moved by Steve Fry, seconded, and carried unanimously that the Board accept the report submitted by Melva Peterson on behalf of the Committee, with additional comments by Don Krummel, and endorse the description of the Gerboth Award, as amended, to read: "An award made to members of MLA who are in the first five years of their professional library careers, to assist research in music or music librarianship in progress. It was agreed that the definition of "professional library career" would generally include attainment of an MLS degree or its equivalent, but that those with Ph.D. degrees should not be excluded.

Thanks were expressed to the committee, and especially to Melva Peterson for her hard work on this.

C. Legislation Committee.

The Board met with Lenore Coral, who distributed bookmarks advertising the web address of the new copyright home page. Coral reported that though the CONFU meetings in Washington were not especially productive, it was good that MLA was visible there. MLA needs to continue to have an active role in this realm. The committee is also exploring other avenues for MLA involvement, such as funding of libraries. Coral was

encouraged to continue keeping the Board and MLA informed of issues as they come up, and was thanked for her diligence and persistence on behalf of MLA.

D. Reference and Public Services Committee.

1. Information Sharing Subcommittee.

Gottlieb reported on discussion with Ruthann McTyre, chair of RaPS, concerning the future of the MLA-L digest in the MLA Newsletter. Roger Olson, current compiler of the column, wishes to step down, and some have questioned the value of continuing the column. The Joint Archives Committee would like to see it continued, because it is the only record of MLA-L activity. The digest should continue to be compiled, but it may not be needed in the Newsletter any longer. It was agreed that the subcommittee should try to identify a new editor for the column. The matter will need to be discussed further; the task of compiling the digest might be more appropriately assigned to the Archives committee, rather than the Information Sharing subcommittee.

XII. Joint Committees.

A. Joint Committee on MLA Archives.

The Board reviewed the report submitted by Bonnie Jo Dopp, Curator. It was noted that the report should technically come from the committee chair.

1. Restrictions on access to MLABD-L.

It was moved by Mimi Tashiro, seconded, and carried unanimously, that the Board accept the recommendation of the Joint Archives Committee, that a seal of no less than four years from the date of origination of a document be applied to the hard copy of the MLABD-L transferred to the Archives. It was noted that the seal could be longer on designated portions if needed, but this would require that someone identify the particular portions needing a longer seal. The Executive Secretary will print the files annually, review them for sensitive areas, and consult with the President on extensions of restrictions.

2. Taping of Conventions.

This practice was dropped some time back, due to high costs. The Archives Committee would like to have the issue reconsidered. If sessions are taped, they should be of high quality, and a copy should go to the archives. It would be best to plan ahead for sessions that are particularly worth taping. The Convention Manager and Local Arrangements committees could

look into this.

B. MLA/MPA/MOLA.

The Board reviewed the report submitted by John Shepard, chair of the MLA representatives, including his draft minutes of recent meetings. Shepard was thanked for his very well-considered report, and for seeking to enhance communication between this group and others within the association.

XIII. Search Committees.

A. Notes Editor.

The Board met with Suki Sommer, chair. It was moved by Diane Parr Walker, seconded, and carried with 8 (eight) yes votes, 0 (zero) no votes, and 1 (one) abstention, that the Board accept the recommendation of the search committee to appoint Richard Griscom as Notes editor.

B. Newsletter Editor.

The Board met with Nancy Nuzzo, chair. It was moved by Steve Fry, seconded, and carried unanimously, that the Board accept the recommendation of the search committee to appoint Linda Hartig as Newsletter editor.

XIV. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Paula Matthews.

1. Affiliates exhibit table.

See discussion under IX.D.4., above.

2. ALCTS-AV Committee.

Matthews reported that this committee has requested a stronger liaison role with MLA. Gottlieb reported that this has been worked out with Linda Barnhart, chair of BCC. The Authorities Subcommittee chair will also attend ALCTS-AV meetings on a trial basis. It was suggested that perhaps MLA needs to have a committee that deals with media issues.

3. ALA liaison guidelines.

Matthews recommended that guidelines be developed for future ALA representatives. She was encouraged to move ahead on this project.

Matthews was thanked for her excellent and enjoyable reports.

B. NISO.

The Board met with Lenore Coral, who reported that NISO has asked her to represent them at ISO committee meetings coming up in London in May. Under consideration are revisions of

standards for library statistics. Music needs to be better included in this standard; IAML has a strong interest in this. New standard numbers are also currently under discussion, including one for audiovisual materials, and an International Standard Work Code. The latter is being driven by the music publishing community, and has to do with licensing. These are already being assigned, but there are problems with the definition of the term "work". There was also an ISO standard on the binding of books, which could have included the binding of music with minor changes, but unfortunately music was not incorporated. Coral also reported that the ISMN is not catching on very fast in the US. The large music publishers do not see the need for it. More support might come from music dealers. Bowker may be interested in running the project in the US, and creating a "music in print" in the process, but they are currently reorganizing.

Coral was thanked for her diligent efforts on MLA's behalf.

XV. Roundtables.

Roundtables due for renewal this year are listed above in section VII.C. Six letters of support are required to renew a roundtable. These should be "formal" letters, demonstrating careful thought about the value of the roundtable to MLA.

Mimi Tashiro met with the roundtable coordinators, and reported a good sharing of ideas at the session. There are still some problems with program costs for roundtable program sessions. Budget requests must be submitted in time for the convention budget process which takes place at the fall Board meeting. The Film Music roundtable has expressed an interest in developing a plenary session for the Los Angeles meeting. The coordinators were very happy with the scheduling for the New Orleans meeting. Tashiro was thanked for her report.

XVI. Old Business.

A. Working Group on Survey of MLA Personnel Characteristics.

The Board reviewed the report submitted by David Lesniaski, chair, and later met with him. There was still concern about the length of the survey, and some apparent duplication with the self-study survey, which might confuse and annoy potential respondents. The Board was also concerned about the plan to include some non-members in the survey. The working

group felt that it would be important to include some non-members in the survey, taken from chapter membership lists and non-member attendees at annual meetings. Non-member responses would be separated out for purposes of data analysis. The project has been budgeted for this fiscal year, and needs to fall within the amount and time period allocated for this. It was agreed that results will be reported to the Board before any public discussion of the survey takes place.

Lesniaski and the working group were thanked for their hard work on this project.

XVII. New Business.

A. Honorary MLA Board of Advisors.

Gottlieb is compiling a list of possible honorary advisory board members. Board members should report their nominations to her in advance of the spring meeting.

B. Spring Board Meeting.

Calvin Elliker invited the Board to meet in Ann Arbor, Michigan, May 29 to June 1, 1997. The Finance Committee meeting will begin on Thursday, May 29; the full board meeting will begin at 2 pm Friday, May 30.

C. Farewells.

Outgoing Members-at-Large Paula Elliot, Steve Fry, and Mark McKnight were warmly applauded for their many contributions to the board and to MLA during the past two years. Gottlieb expressed gratitude to Board members for their support during her tenure as President, and was in turn warmly applauded by the Board.

XVIII. Adjournment.

A motion to adjourn carried unanimously at 11:25 am, Sunday, February 2, 1997.

Submitted by Laura M. Snyder, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Some flexibility in term limits of special officers encouraged. (IX.B.3.)
2. MLA should continue separate table at ALA summer meetings. Consider joining Affiliates' table at mid-winter meetings.

(IX.D.4.)

3. Workshops need not be offered every year. (X.B.3.b.)
4. Reaffirmed policy to discourage use of live Internet connections for program presentations at annual meetings. (X.D.1.a.(7))
5. Gerboth award description modified. (XI.B.1.a.)
6. Continue to compile MLA-L digest, but not necessarily for publication in Newsletter. (XI.D.1.)
7. Seal of at least 4 years on MLABD-L correspondence sent to MLA archives. (XII.A.1.)