

## MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Ann Arbor, Michigan, May 30-June 1, 1997

Friday, May 30: 2:00-5:50 pm; Saturday, May 31: 9:00 am-5:00 pm;  
Sunday, June 1: 8:30-10:20 am.

Present: Bonna Boettcher, Deborah Campana, James Cassaro, Michael Colby, Calvin Elliker, Jane Gottlieb, Marjorie Hassen, Laura Snyder (recording), Mimi Tashiro, Diane Parr Walker (presiding), Daniel Zager.

### I. Approval of Agenda.

A. It was moved by Deborah Campana, seconded, and carried unanimously, that the agenda be approved with the following additions and changes: additions of VIII.B.2. Notes. Index to CD reviews, XI.B. Ad Hoc Committee on Pricing Structure of MLA Publications, XIV.B. Denkm=84ler-Gesamtausgaben, and XV.B. Use of MLA logo; renumbering of remaining items in sections XI and XV.

### II. Recording Secretary's Report. Laura Snyder.

#### A. Approval of minutes.

It was moved by Calvin Elliker, seconded, and carried unanimously, that the minutes of the January 28-February 2, 1997 meeting (New Orleans) be approved with the following correction: page 13, XI.B.1. line 8, add closing quotation mark following the word "progress".

### III. Parliamentarian's Report. Marjorie Hassen.

#### A. New edition of Administrative Handbook.

Hassen distributed copies of the latest edition of the Handbook, which incorporates changes resulting from recent Board actions. Other changes include grammatical modifications to section II.B.11, revision of the wording of V.H.2.a. to correspond to the Administrative Structure, addition of "& External Liaisons" to section IV heading to accommodate the new Organizational Liaison Committee, and the addition of section V.I.5.e. Working Group on the BCC Web Site.

#### B. Proposed new changes.

Hassen distributed text for two proposed changes.

1. It was moved by Marjorie Hassen, seconded, and

carried unanimously, that section V.A.3. Committees -- Terms of Office be revised as follows: "Except when otherwise specified, committee chairs normally serve no more than four consecutive years. Committee members generally serve for the same period of time, or as long as they are actively contributing to the fulfillment of the charge to the committee. In consultation with the President, committee chairs may request the resignation of members who are not contributing to the fulfillment of the committee's charge." It was agreed that there should be some flexibility in length of service on committees, but that some degree of regular turnover in committee membership is needed to ensure vitality and to give more MLA members opportunities for committee service.

2. It was moved by Hassen, seconded, and carried unanimously that the final sentence of section III.A.2. be revised to read: "Special officers may be reappointed, but appointed officers will generally serve no more than four consecutive years." This wording is intended to allow more flexibility in length of service for special officers, providing for special circumstances such as unusual skills that are needed by the organization.

Hassen will also add a section for the Working Group to Advise the Music Thesaurus Project, which was apparently overlooked in a previous revision.

Profound thanks were expressed to Hassen for her excellent work in the revision of the Handbook.

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

Cassaro distributed third quarter reports by mail prior to the meeting, including: Balance sheet, Operating Budget, Supplemental Income, Awards Account, Endowment Accounts Accumulated Principal, Mutual Funds Activity, and Publications Budget. During the meeting the following fourth-quarter-to-date reports were distributed: Operating Budget, Supplemental Income, and Publications Budget.

##### A. Third Quarter reports.

At the end of the third quarter, the 96/97 fiscal year budget is running well below that of the 95/96 fiscal year. At this point last year, gain was \$53,580.21 for fiscal year 95/96, as compared to \$45,778.62 for fiscal year 96/97. Overall, the third quarter shows lower income in most categories, except for Dues and Meetings, and expenditures are higher in all categories except Management Services. It is hard to

predict what the final outcome will be for the 96/97 fiscal year budget.

1. Income.

a. Dues income is slightly higher than last year, at 91.60% as compared to 89.89% of budget. The dues increase, and the increased number of corporate patrons and members are largely responsible for this change.

b. Sales income is far short of the budget this year, due to few new publications. Publications surplus has only netted \$9.74 this year, and slow sales of monographic series volumes also affects the postage and handling income. With the postponement of publication of A Basic Music Library, the projected royalty income of \$1,500 will not come in this fiscal year.

c. At the end of the third quarter the convention budget balance was \$452.78, which is far short of the \$5,000 planned surplus. Some additional income is expected in the fourth quarter.

d. Development income.

(1) Silent Auction. The final total raised in New Orleans was \$2,004.00.

(2) MLA Shop. T-shirt sales in New Orleans and through the Executive Secretary's office have totalled \$1,737.37 so far. This amount reflects expenditures for state and local tax on Louisiana sales, as well as postage costs for sales handled by the Executive Secretary.

2. Expenditures.

There were no overages or extraordinary expenditures during the third quarter.

B. Operating Budget (Fourth Quarter-to-date)

1. Overages.

There have been no overages in the fourth quarter to date, but overages are expected in lines 6.01, Subscription Services, 6.06, Vice President/Past President (due to travel to chapter meetings), and 9.03, Music Cataloging Bulletin.

2. Review of 1996/97 Operating Budget to date.

a. Income is at 83.52% of budget, compared to 86.40% in fiscal year 95/96.

(1) Dues: 92.44% (91.44% in 95/96)

(2) Sales: 67.45% overall, which is under projected income by \$38,219.14. (Last year sales were under budget by \$40,122.17.) Included are:

(a) Notes royalties of \$525.46 from UMI

for distributing the journal in microform.

(b) Royalties of \$78.86 from Da Capo Press for the Earlier American Music series; this may be the last of the royalties since the series has been discontinued.

(c) Publication sales: Notes Index sales are at 80.88% of budget. The big sellers this year have been the Cumulated Music Cataloging Decisions, the Harvard Symposium papers, and the Membership Handbook.

(d) Meetings: All bills are in and reimbursements accounted for. Convention income stands at \$74,163.41, and expenses at \$70,196.12, for a surplus of \$3,967.29. The surplus may still increase, as Susan Hitchens has reported that some additional income is expected from exhibitors.

Last year's convention surplus was \$10,996.68.

(e) Placement: income is at 69.14% of budget, compared to 83.97% last year.

b. Expenditures are at 85.96% of budget overall, compared to 81.14% in 95/96.

(1) Management Services: 75.66% (84.15% last year). Additional expenditures on this line will be Academic Services' final bill, officers' and board members' travel for the June Board meeting, and the printing bill for the Membership Handbook.

(2) Program Expenses: 82.05% (86.37% last year). Since the Bibliographic Control Committee is under budget, Linda Barnhart has asked to use leftover budget money to reimburse two registration fees for the ALA meeting in July. The Personnel Characteristics survey line has been fully expended. Since the project will not be finished in this fiscal year, a check was deposited at St. Olaf College to facilitate payments. \$2,337.85 was spent to produce the T-shirts for the MLA shop in New Orleans.

(3) Other Member Services: 73.62%. This is much higher than last year (63.12%), but nothing seems out of line in this area of the budget.

(4) Publications: 89.89% (73.66% last year); there will be additional expenditures in Inventory Management, which has again increased its fees. MCB will likely be over budget. Higher expenditures for Notes reflect travel and other costs associated with training a new editor.

3. Prediction: given anticipated expenditures and income, the balance at the end of the fiscal year may be in the

red by about \$21,000, depleting the reserve.

C. Supplemental Income.

1. Award Endowment Funds.

A negative amount in one fund shows the realignment of the \$5,000 donation for matching grant purposes. All other figures for award endowments for these two quarters reflect double the amount donated.

2. Interest.

The total of \$42.69 on checking for the fourth quarter reflects only April interest.

D. Awards Endowments.

Upon the recommendation of the Investments Subcommittee, and approval by the President, Past President, and Fiscal Officer, the diversification of the Awards account was accomplished at the end of the third quarter. The reinvested dividend accrued during the third quarter was \$241.47. Cassaro recommended that the Epstein and Freeman awards for 1998 be set again at \$1,500 each. This is a conservative amount based on dividend accrual and under the rubric that a percentage of the dividend remain in the fund for management purposes.

E. Accumulated Endowments Principal.

The total is \$88,229.98, compared to \$81,269.98 at this point in fiscal year 95/96. This includes:

1. Gerboth: \$16,769.27 (\$16,092.27 last year)
2. Duckles: \$19,007.11 (\$18,276.11 last year)
3. Freeman: \$14,032.60 (\$13,216.60 last year)
4. Epstein: \$29,321.00 (\$25,585.00 last year)
5. Special Endowment Funds: \$9,100.00. This

includes a donation of \$1,000.00 to the Wicker Family Fund this year.

F. Investment Accounts, Third Quarter.

The diversification of the Awards and General Endowment Funds was accomplished.

G. Other Activities and Business.

1. The IRS has raised the mileage reimbursement to \$.315 per mile; MLA's reimbursement rate for fiscal year 97/98 will reflect this.

2. Chapter exemption forms were updated and sent to the IRS in February, 1997.

3. State tax exemption for Massachusetts was granted.

The Convention Manager and Local Arrangements Chair (Michael Rogan) have been sent the necessary forms and instructions for

use.

4. Authorized budget expenders' reports for the third quarter will go out after this meeting.

5. The Da Capo royalty payment to H. Wiley Hitchcock will go out after this meeting.

6. The annual report to the Epsteins will go out after the close of the fiscal year.

Cassaro was warmly thanked for his thorough review of the finances of MLA.

#### V. Executive Secretary's Report. Bonna Boettcher.

Boettcher distributed copies of the following reports and documents: Administrative Structure, 1997-98 Draft Calendar, Replacement January Growth Report, 30 April Growth Report, Areas of Specialization, and Interim Sales Report.

##### A. Administrative Structure.

The Board was asked to review the draft document for errors. Questions about committee memberships and appointments should be directed to the President. The heading for the Chapter section has been revised to reflect its more extensive content. Boettcher will be sending the final version with the annual Calendar mailing, and will try to determine which electronic venue--the Clearinghouse or the web page--is most appropriate for immediate posting. It was agreed that the electronic version should not include home addresses or home phone numbers.

##### B. MLABD-L.

Outgoing Board members were removed from MLABD-L at the beginning of April, and the Board list was successfully transferred to its new Unix home on 1 May. Since the national meeting, Boettcher has been receiving numerous bogus subscription requests. She has been in touch with Ralph Papakhian about this; he indicated that this is a common problem with the private lists hosted by Indiana University.

##### C. 1997-98 Calendar.

A number of dates in the calendar are predetermined: renewal mailings, Newsletter dates, etc. Those that change generally are based on Board meetings and the annual meeting. Susan Hitchens has indicated that she would like the convention mailing to go out as early as possible. Based on the tentative Fall Board meeting dates, Boettcher's schedule, and the lead time required by Academic Services, the dates are earlier than initially planned. The final version of the calendar will be mailed to the Board, Special Officers, Committee Chairs,

Roundtable Coordinators, and Chapter Chairs in late June.

#### D. Membership.

1. Because the New Orleans meeting was early, Boettcher did not have the 31 January membership figures to add to the January growth comparison chart at that time. Those figures have now been supplied.

2. The 30 April 1997 membership figures have been added to the April membership chart. There has been an overall membership increase of 45, or 2.5 percent, and a subscribership increase of 80, or 12.7 percent. Overall, the increase is 5.2 percent. The largest decrease in memberships is in the institutional category. This decrease, however, is more than offset by the increase in institutional subscribers. The largest increases are in student and retired memberships.

Since the New Orleans meeting, MLA has added 8 new individual members, 2 new student members, 1 institutional member, and A-R Editions has joined at the corporate member level. Boettcher will send copies of both charts to Lynne Jaffe, chair of the Membership Committee.

3. The renewal mailing once again is planned for 1 July. With this mailing, Boettcher proposed inclusion of an information form for members to indicate employment and areas of specialization. Dick Griscom had worked on this project several years ago; his work became the basis for Boettcher's employment and activities list. Jim Henderson has recently added software that allows him to record this information. The Board reviewed the form and agreed that it should be included with the 1997-98 renewal mailing. Members will be asked to indicate one choice from Table 1 (employment status) and up to three from Table 2 (primary activities and specializations). The latter is limiting, but is all that the software will handle at this time. The Membership Committee and others are quite interested in the information about MLA membership that this form will provide.

#### E. Publications.

##### 1. Brochures.

Boettcher has filled 8 requests for brochures, sending out 45 red (MLA) and 26 green (music librarianship) brochures. In addition, she has handed out several green brochures to interested BGSU music students. The revised brochures faced one additional production delay. With the recent move of MLA-L from iubvm to the Unix platform, production was stalled further until correct MLA-L instructions could be included. The revised brochures may be completed and invoiced

before the end of the fiscal year.

## 2. Membership Handbook.

Once again, the Membership Handbook has experienced numerous delays. Even though initial proofreading and material submission was completed on schedule, several late-breaking changes to the preliminary matter (most notably MLA-L), plus lengthy delays in getting advertising copy, have postponed production further. Boettcher has asked Jim Henderson for suggestions concerning the ongoing problems with advertising copy. Four copies of the 1996 handbook have been sold since the New Orleans meeting; several have recently been sent gratis to those who had sent in checks to purchase the 1997 handbook, with promises to send the 1997 as soon as it is completed. One gratis copy was also sent to Dick Griscom for his files.

An institutional index is being planned for next year's handbook, although both Boettcher and Henderson have concerns about the lack of authority control over institutional names.

## 3. Directory of Library School Offerings, 6th ed.

Since January, Boettcher has sold 5 copies of the directory, and sent 2 copies to Leslie Bennett for display purposes. 32 copies remain, so no immediate reprints are planned.

## 4. Other.

Paula Elliot's Index to FAMS/Pro Musica Quarterly appeared in the April inventory list, and should be available shortly. Seven volumes were sold via the ALA Store at the Midwinter meeting, for total sales of \$184 and profits of \$147. This included five copies of the Ashley volume, which were sold within hours. Other titles sold were Collection Assessment (TR 22; Gottlieb) and Knowing the Score (TR 23; Roosa and Gottlieb). Since January, 33 volumes have been sold in the Index and Bibliography Series, for billings of \$359.18; 102 volumes in the Technical Reports Series, for billings of \$1,534.88; 4 copies of Music Librarianship in America were sold, as were 3 of the Cumulated Cataloging Decisions, 22 of the Notes index, and 10 single Notes issues. Finally, MCB subscribers are up by 3 from December 1996.

Notes, vol. 53, nos. 1 & 2, and the Ashley volume have been sent in for copyright registration. Notes no. 3 will be sent in with no. 4.

## F. Contributions.

Including contributions from New Orleans, MLA has

received \$2,425 from 57 contributors. Contributions break down as follows: Unrestricted, \$250; Duckles, \$430 (including a contribution of \$120 from the Pacific Northwest Chapter in honor of three retiring members--3 letters openers were sent to give to the retirees); Epstein, \$65; Freeman, \$185; Gerboth, \$310; General Endowment, \$1,185.

#### G. T-Shirts.

Those wishing to purchase New Orleans T-shirts are urged to contact Boettcher. Since the meeting, she has sold three shirts, and Leslie Bennett sold two at the Sonneck Society meeting. There has been no response to the announcement in the Newsletter. She is anxious to get rid of the four large boxes of shirts in her office and suggested that they would make great gifts for staff members.

#### H. Miscellaneous.

1. Stationery. Boettcher can supply more if needed.
2. Labels. Boettcher can generate a set of mailing labels that corresponds to the Administrative Structure (chairs, etc.) on request.

Boettcher was thanked profusely for her report and work.

### VI. Past President's Report. Jane Gottlieb.

#### A. Chapter liaison activities.

1. Gottlieb wrote to the regional chapter chairs at the end of February. Chapter grant application guidelines were outlined, with a due date of April 21. Chapters were encouraged to be in touch with the Ad Hoc Chapter Committee, chaired by Roberta Chodacki. A Town Meeting on chapters is being planned for the Boston meeting. Chapters are also encouraged to have MLA brochures, national MLA membership forms, and the Executive Secretary's business cards available at their meetings.

2. Gottlieb recently attended the Southern California Chapter meeting in the Los Angeles area, where local arrangements activities are getting under way for the 1999 meeting. She also hosted the Greater New York chapter meeting in April, and will travel to Austin to attend the Texas chapter meeting in October. The Vice Presidents/Past Presidents try to visit each chapter in a four-year period.

#### B. Chapter Grant.

The Board reviewed the grant application submitted by the Midwest chapter, for \$600 to help defray the costs of an Internet workshop. It was moved by Marjorie Hassen, seconded, and carried unanimously, that the Board approve a grant of \$600

to the Midwest Chapter, to support a day-long workshop at their next annual meeting on October 17, 1997.

Gottlieb was thanked for her report, and her enthusiastic nurturing of chapters.

## VII. President's Report. Diane Parr Walker.

### A. Administrative Structure.

All changes have been reported via e-mail. Walker noted in particular the recent appointment of Paula Matthews to chair the Organizational Liaison Committee. Matthews will work with Walker to identify potential committee members. The question was raised of possible financial implications for the new committee. High costs are not anticipated in the next fiscal year. The Working Group on the Bibliographic Control Committee Web Site was also appointed recently. This will provide good public access to information about BCC activities. Walker noted that committee chair appointments have traditionally been announced in the President's column of the Newsletter, and wondered whether they should also be announced via MLA-L. It was agreed that this could be done selectively, probably for chairs of committees which have a lot of membership contact, but generally not for subcommittee chairs.

### B. Denk=84ler-Gesamtausgaben project.

Walker wrote to George Hill concerning this project, formerly referred to as Heyer/Hill. [See section XIV.B., below.]

### C. Correspondence.

Walker recently wrote a letter of condolence to the family and friends of Gabriel Wiener of PGM Recordings, an MLA Corporate Patron. She also wrote letters of congratulations and best wishes to Suki Sommer (NYPL), and Jon Newsom (LC) on their recent promotions to key positions in music librarianship, and to Don Krummel, past MLA president, on his retirement.

### D. Corporate memberships.

Walker continues to encourage businesses to join the ranks of corporate patrons and members. A-R Editions has recently been welcomed as a new corporate member.

### E. Roundtables.

Six roundtables were recently renewed: American music, Bibliography, Contemporary music, Jewish music, Large research libraries, and Research in music librarianship.

### F. Other.

Walker recently signed a three-year agreement between MLA and Indiana University for computer space, technical support,

and domain name service for the MLA web site. She also signed the contract with the Hyatt Regency Hotel in Louisville for the annual meeting and related activities scheduled for February 20-27, 2000. A Basic Music Library is scheduled to appear on June 6, after some publication delays. MLA will receive ten gratis copies for section editors, archives, displays, etc.

Walker was thanked for her wonderful work so far.

## VIII. Editors.

### A. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth. A number of promising projects have recently been proposed. Farneth was thanked for his report.

### B. Notes.

1. The Board reviewed Dan Zager's final report as editor. He was congratulated for bringing Notes in under budget again, and thanked profusely for his excellent work.

#### 2. Index to CD Reviews.

The Board reviewed the report submitted by incoming editor, Dick Griscom. Griscom described the process by which he came to his recent decision to drop the "Index to CD Reviews" from Notes. The Board agreed that the index might appropriately be continued as an electronic publication on the Web, and suggested further that the "Music Received" and "Books Recently Published" columns might also be considered for Web publication in the future. Both would benefit from more timely publication and the possibility of creating searchable databases of information. Maintaining quality should be a high priority for any electronic publications. Zager reported that the current CD review index requires the careful work of three people. The Publications Committee will need to take up the matter of possible electronic publications, in light of this discussion.

Griscom was thanked for his thoughtful consideration and reporting of the issues.

## IX. Special Officers.

### A. Advertising Manager.

The Board reviewed the report submitted by Susan Dearborn.

#### 1. Advertising rates.

Dearborn's proposal to increase advertising rates was discussed by the Finance Committee, and brought to the Board. [see section X.C.4., below.]

## 2. Exchange ads.

Dearborn's report provided a current list. It was noted that there have been problems with other publications not using current versions of MLA's ads. Unfortunately, there may be little that can be done about this. It might help to orient the exchange program more towards organizations rather than publications. Recent contacts with other organizations have generally met with positive results. The Organizational Liaison Committee might be able to provide some insight.

Dearborn was thanked for her report and her excellent work.

## B. Convention Manager's Report.

The Board reviewed the report submitted by Susan Hitchens.

### 1. Assistant for Boston meeting.

The Board supported Hitchens' proposal to hire Lenny Bertrand to assist her during the Boston meeting.

### 2. Manual revision.

Hitchens has been working on revising the MLA Convention Manual. Walker reported that she has seen this revision, and it looks very good. Hitchens' efforts in this are much appreciated.

Hitchens was thanked for her report and her continuing great work.

## C. Placement Officer.

The Board reviewed the report submitted by Elisabeth Rebman. In answer to her question, it was agreed that back issues of the Job List do not need to be marked up for inclusion on the MLA web site. For the future, the lists could be kept on the web site for up to a year, for those interested in reviewing recent positions, but do not need to be kept there permanently.

Rebman's decision to step down as chair of the Personnel Subcommittee was noted with regret. Her willingness to take on this responsibility was much appreciated.

Rebman was thanked for her report and her excellent work.

## X. Standing Committees.

### A. Development.

The Board reviewed the report submitted by Laura Dankner, chair, and noted that she is off to an excellent start on the work of this committee.

#### 1. MLA Shop.

Dankner's report outlined several possible types of merchandise that might be offered at the Boston meeting. It was agreed that T-shirts should be sold again, but a much smaller quantity should be planned. Post-it notes also sound promising. The Board would prefer to wait on the mugs and tote bags. These might dilute the market too much.

Location of the MLA tables is very important. It is hoped that the Boston meeting site will provide more ample exhibit space.

## 2. Silent Auction.

This has been a popular and successful fund raising activity, but requires a tremendous amount of work for a relatively small return. The Board agreed with the proposal to give this a rest at the Boston meeting, and to perhaps try the alternative suggested by Dankner, to have donated goods and services for sale at fixed prices at the MLA shop. This would depend on the local arrangements committee's willingness and ability to secure donations. It was suggested that exhibitors might wish to offer silent auction items at their tables. This might help to attract people to the exhibits.

If the silent auction is resumed in future years, a different staffing arrangement should be considered, perhaps with students assisting.

## 3. Advance orders.

The Board was not inclined to support the idea of advance orders for T-shirts at this time, though it might be considered for the future, with more development. Concern was expressed that this might place a large burden on the local arrangements people who handle meeting registration.

## 4. Development campaigns.

The committee is reminded that a challenge grant is currently in effect, for which another \$3,100 in endowment funds needs to be raised by the end of the Boston meeting.

Dankner and the committee were thanked for the report and their many creative ideas.

## B. Education.

The Board reviewed the report submitted by Lois Kuyper-Rushing, chair.

### 1. Workshops.

a. Cataloging Music Materials on Videorecordings.

This would be a valuable session to offer. It was noted that the workshop will use the MLA publication

Cataloging Musical Moving Image Materials as a point of departure. It would be a good idea to have copies available for sale in Boston. Logistics of this would depend on various factors, such as whether Scarecrow Press has taken over back titles by then. [See section XI.B., below.] It was also noted in the budget that the per diem for workshop presenters should be the standard MLA rate of \$35 per day. It was moved by Dan Zager, seconded, and carried unanimously that the Board approve the offering of the Cataloging Music Materials on Videorecordings workshop as proposed, with the amended per diem rate of \$35 per day. The Board approved of the Education Committee's proposed registration system and fee schedule.

b. Reformatting Information for Preservation and Access.

The Board agreed that this looks like a valuable workshop, but also noted that this appears to be a direct conflict with a proposed all-day tour to NEDCC on the same day, especially since the proposed presenter of the workshop is from NEDCC. It was suggested that the Preservation and Education committees work together with the Local Arrangements Committee on a possible combination tour/workshop.

2. Poster Sessions.

The Board reviewed the report on the first poster session offered in New Orleans, and approved the proposed session for the Boston meeting.

3. Ask MPA session.

The committee is encouraged to move forward on this proposal. It was suggested that with a moderator, one other librarian (rather than two) might be sufficient.

The Committee was thanked for its progress report, and its energetic work.

C. Finance.

1. Fiscal Year 1997/98 Budget.

Fiscal Officer Calvin Elliker distributed copies of the proposed fiscal year 1997/98 main and publications budgets, showing a balanced budget for 1997/98. Continuing the changes implemented last year, operating expenses for all committees are combined in line 7.0. Travel and special project funding are broken out in separate lines. The publications budget is again separate. The Convention budget will be done at the fall meeting. Honoraria will not be increased for fiscal year 1997/98, as the budget could not be balanced with an increase. The committee hopes to be able to

provide an increase in the next fiscal year. Overall, this is a conservative budget, showing increases in both income and expenses of about 1% over last year's budget.

The Board unanimously approved the recommendation of the Finance Committee, that the Fiscal Year 1997/98 budget be accepted as proposed.

## 2. Awards Budget.

The Board unanimously approved the recommendation of the Finance Committee, that the awards for fiscal year 1997/98 be set at:

Gerboth	\$1,000
Duckles	\$500
O'Meara	\$250
Special Achievement	\$500
Epstein	\$1,500
Freeman	\$1,500

## 3. Corporate Credit Card.

The Board unanimously approved the recommendation of the Finance Committee, that the Treasurer be directed to acquire a corporate credit card (American Express) to be used initially for Board related expenses.

## 4. Notes Advertising Rates.

The Board unanimously approved the recommendation of the Finance Committee, to accept the Advertising Manager's proposal that Notes advertising rates be increased in the new volume year, by an average of 15% to the new rates of: Cover, \$375; Full page, \$255; Half page, \$145; and Quarter page, \$95; and its further recommendation that the Advertising Manager consider similar increases in the advertising rates for the Membership Handbook, if appropriate. It was noted in discussion that it has been ten years since these rates were last increased. These rates should be reviewed more regularly, perhaps every five years at the change of editors.

## 5. Investments Subcommittee.

The Board reviewed the report submitted by Robert Curtis, chair. The Board unanimously approved the recommendation of the Finance Committee, to accept the Investments Subcommittee proposal that the portion of the General Endowment Fund invested in Fidelity Funds be managed by Fidelity Charitable Advisory Services (FCAS), and that the portion of the Awards Fund invested in Fidelity Funds also be managed by FCAS. This proposal was the result of considerable

study and investigation on the part of the Subcommittee. It was felt that professional management of funds might be advantageous, but there is no guarantee of improved returns. This action will not affect the investments placed in funds designated as socially responsible.

The Finance Committee and Investments Subcommittee were thanked for their diligent work on behalf of MLA.

#### D. Membership.

The Board reviewed the report submitted by Lynne Jaffe, chair.

##### 1. Member contacts.

Walker will be sending letters to recently lapsed members, inviting them to rejoin. Gottlieb has volunteered to write to selected members, suggesting an upgrade to the Sustaining membership level.

##### 2. Membership information.

The committee had requested check-off boxes on membership forms for type of institution and for occupation. The form developed by Boettcher for use with the upcoming renewal mailing should help to fill this need. [See section V.D.3., above.] The occupation types specified by the committee (librarian, paraprofessional, music faculty) might not be able to be incorporated in this year's form, but might be included in the future.

The Board also discussed the committee's recommendation that a form be made available for members to express their interest in committee membership, roundtable participation, and volunteer activities. This was tried several years ago, with limited success. It sets up unrealistic expectations and can be cumbersome to deal with. There are other ways to accomplish this within the existing structure; it might be good to periodically reiterate the ways in which people can get involved in the activities of MLA, including possible committee appointments. The renewal information form will also serve this purpose to some extent, by identifying areas of current work.

The committee was thanked for its report, and its enthusiastic beginning as a standing committee.

#### E. Nominating Committee.

The Board reviewed the report submitted by Mark McKnight, chair, and thanked him for his report. Board members were encouraged to forward possible nominations to the committee for Vice President/President Elect, Recording Secretary, Members-

at-Large, and for the MLA Citation.

F. Program Committee.

The Board reviewed the report submitted by Laura Gayle Green, chair.

1. Plenary Sessions.

a. Boston Music.

Planning for this session looks very good.

It was noted that of late, a local music plenary session has become a standard program feature. MLA should try to avoid getting into too much of a rut with these sessions, and the Program Committee should not necessarily feel compelled to offer them.

b. Technostress.

This session is also shaping up well. Some concern was expressed that the outside speakers should be informed of the particular concerns of the audience. It might be worthwhile for the session moderator to meet with the panel in advance of the program. This has proven beneficial in the past. The Board agreed that a different title is needed for this session, not including the word "technostress".

c. Other.

It was suggested that the PCC/Core Record open meeting be moved to Friday morning, and turned into a third plenary session. This topic should be of concern to all music librarians, not just catalogers. To serve as a plenary session, it should have a different title, and the coverage should include public service and administrative issues. The proposed speakers should be well able to incorporate these issues. a)

Program Schedule.

Those present identified a few schedule conflicts to be reported to Green. Any further problems should be reported to Tashiro, who will relay them to Green. It was noted that the User Group meetings were formerly scheduled on Thursday evening to allow for discussion at the subsequent Automation Subcommittee meeting, which was typically held on Saturday afternoon. Green might want to check with the subcommittee on this.

2. Live Internet connections.

The question of live Internet connections versus canned presentations was discussed once again, in light of recent requests, and problems reported from the preparation and use of canned presentations at the New Orleans meeting. Walker had recently discussed this matter with the Convention Manager, who attested to some recent live internet program disasters. At this

stage, neither technology seems to be particularly well suited to large group presentations. It had also been suggested that MLA should choose meeting sites near university campuses, where the technology might be more reliable. Unfortunately, hotel sites for a conference of this size must be scheduled several years ahead; technological needs and provisions are difficult to anticipate that far in advance. In light of these considerations, the Board reaffirmed its previous statement to encourage the use of canned presentations at program sessions for the time being.

### 3. Local Arrangements Committee.

The Board reviewed the report submitted by Michael Rogan and Millard Irion, co-chairs.

a. As noted above in section X.B.1.b., there needs to be some coordination between the Education and Preservation committees and the Local Arrangements Committee concerning proposed workshops and tours involving NEDCC.

#### b. Concerts.

The Board agreed that without lunch breaks in the schedule, the proposed noontime concerts are not feasible.

#### c. Banquet.

It was suggested that entertainment be reserved for after the banquet. Music and other entertainments during the cocktail hour and banquet cut into conversation opportunities. There were reservations about the proposed visit by the 2,000 year old librarian in this setting.

The Committee is heartily encouraged to develop a more civilized approach to banquet seating, such as a reservation system.

Green, the Program Committee, and the Local Arrangements Committee were thanked for their enthusiasm and hard work on the upcoming meeting.

### G. Publications.

#### 1. MLA Web Site Subcommittee.

The Board reviewed the report submitted by Rebecca Littman, chair. The committee has been working on the content and structure of the site, but would like to hire a professional to work on the design. Funding for this has been included in the 97/98 budget. It is very important that the site look professional, and also be accurate and current in content. The ALA Affiliates would like to include a link on their web site to MLA's site when it is ready. The Board encourages the subcommittee to move forward with site development. The basic

structure and design should be in place in time for review before the fall Board meeting, including at least the official documents of the organization. Public announcement of the site could be made in the fall after Board review and approval. Not all of the planned content needs to be in place at that time, but "under construction" designations should be avoided.

The Board thanked the subcommittee for its report, and looks forward to seeing the project.

## XI. Special Committees.

### A. Ad Hoc Committee on Publicity and Press Releases.

The Board reviewed the report submitted by Ruth Henderson, chair.

1. Some of the alternatives raised in the report, such as the possible splitting of the position of Publicity Officer into two positions, will need to wait for resolution until the Task Force on Administrative Services completes its report.

2. In section B, model 2, concern was expressed that strengthening ties between the Publicity Officer and the Executive Secretary may not provide much benefit since the Executive Secretary generally is not informed of committee activity until its completion. Perhaps the committees need to take more responsibility for informing the publicity officer of important events and activities. Committees have been encouraged to submit reports to the Newsletter. They should also recommend venues and target audiences for wider distribution of news.

3. It was agreed that the recommendations in section A should be implemented, with the exception of no. 2. Regarding item A.2., the Board was curious as to the reason for the recommendation that press releases be reviewed only by the Executive Secretary.

4. Walker will forward a copy of the report, and the Board discussion of it, to the Plan 2001 Implementation Task Force and the Administrative Services Task Force for further comments.

The committee was thanked for its report.

### B. Ad Hoc Committee on Pricing Structure of MLA Publications.

The Board reviewed the report submitted by Mark McKnight, chair. The committee has pursued a formal proposal from Scarecrow Press, and also sought competitive proposals from other publishers, of which one was received, from Harmonie Park

Press. It was moved by Jane Gottlieb, seconded, and carried unanimously, that the Board accept the recommendation of the Ad Hoc Committee on Pricing Structure for MLA Publications, that MLA co-publish its monographic series with a commercial publisher, and its further recommendation that MLA enter into an agreement with Scarecrow Press for said purpose, following successful negotiation of all points of the co-publishing agreements. Some details of Scarecrow's proposed contract need to be clarified. The wording is currently not clear on the question of publications not included in the two monographic series, whether proposed by MLA or by Scarecrow. MLA should retain the right to publish on its own any titles that Scarecrow does not wish to publish, and to negotiate this on a case-by-case basis. If MLA wishes to begin a basic manual series, it might or might not want to have it handled by Scarecrow. As for fiscal implications, it is likely that MLA could make less money on its publications this way, but will benefit from greater visibility afforded by better marketing. The royalty split for new publications produced under this agreement should be 2/3 to MLA, 1/3 to the author.

As part of this agreement, Scarecrow is offering to take over MLA's back titles, for which MLA would then receive 50% of receipts. No royalties would go to the authors for back titles. Scarecrow could take over all of the back inventory except for Notes. A-R Editions has expressed an interest in handling Notes back issues; Boettcher will look into this. This would allow MLA to drop the services of Haddon, which keep getting more expensive.

The committee was thanked for its fine work. Boettcher and Cassaro will work with them on the contract details.

C. Ad Hoc Task Force on Plan 2001 Implementation.

The Board reviewed the report submitted by David Farneth, chair. The report was affirmed, and the task force and its chair were thanked for their work.

D. Awards.

1. Freeman Travel Grant.

The Board reviewed letters from first year grant recipients, forwarded by Judy Tsou, committee chair. Tsou was thanked for collecting and forwarding these letters.

E. Bibliographic Control Committee.

The Board reviewed the report submitted by Linda Barnhart, chair, including reports on ALA activities from subcommittee chairs Matthew Wise, Karen Little, Harriette

Hemmasi, and Mark Scharff.

1. Use of MLA name in grant applications.

The question arose as to whether MLA's name could be used as a sponsoring body when applying for grant funding for the Music Thesaurus Project. MLA is not in a position to act as the sponsoring organization in this situation, but could write a letter of support to a specific proposal. The general policy is that committees are not to apply for grants in the name of MLA. A letter of support could be considered on a case-by-case basis by the President, and reported to the Board.

2. Recording Secretary of BCC.

The BCC would like to add a non-voting member to its committee, to serve as Recording Secretary. The Board approved this change. No changes in bylaws would be required.

Procedures Document.

The committee's plans in this area were noted.

Board discussion concerning term limits [section III.B.1., above] may feed into this process.

4. Walker will invite Barnhart to meet with the Board during the Boston meeting.

The Board commended Barnhart for her careful attention to the management of this complex committee structure, and thanked her and the subcommittee chairs for their reports.

#### F. Reference and Public Services.

The Board reviewed the report submitted by Ruthann McTyre, chair.

1. Online Reference Services Subcommittee.

This subcommittee wishes to change its name to Electronic Reference Services Subcommittee. The Board agreed that this is a good idea. The subcommittee's charge will also be revised as proposed. The new name helps to clarify the distinction between this group and the Information Sharing Subcommittee. Perhaps the latter should also consider a name change.

2. Reference Performance Subcommittee.

The subcommittee has asked for funding for the next phase of its research project on evaluation of reference services in music libraries. The subcommittee has worked hard to secure funding from home institutions as well. The Board agreed to continue to support this project, and would like another progress report at the June meeting next year.

3. Internet connections at meetings.

See discussion in section X.F.3., above.

McTyre was thanked for her report.

## XII. Representatives to Other Organizations.

### A. ALA Report.

The Board reviewed the report submitted by Paula Matthews, ALA representative.

1. ALA has expanded its liaison program, and wants to begin to explore reciprocal arrangements and exchanges. ALA's homepage could provide a link to MLA's when it is ready; MLA chapter sites would then also be included. Exchanges of newsletters, etc. have also been offered. It was agreed that Matthews should be the one to receive these, as ALA representative and chair of the Organizational Liaison Committee; she should decide which ones would be useful. Boettcher reported that she receives materials from ARLIS, ARSC, and the Sonneck Society.

### 2. Summer ALA meeting in San Francisco.

It was agreed that the most useful display materials for the Affiliates' table and board would be brochures, publication order forms, and display copies of a few recent publications. The Publications Committee, and especially the series editors should provide input on this.

### 3. Spectrum Initiative.

ALA would like their Affiliate organizations to look at and possibly endorse its Goals 2000 document, specifically its Spectrum Initiative, which deals with diversity issues and recruitment into the profession. The Board will discuss this at a later time, when the document is in hand.

### 4. ALA Store.

The series editors should be consulted on what should be sent for sale. The Ashley volume sold out very quickly at the midwinter meeting; more copies will be sent this time.

It was noted that the Scarecrow Press agreement may affect future ALA Store sales. The Ad Hoc Committee on Pricing might want to keep this in mind when finalizing the contract.

Matthews was thanked for her fervent efforts on MLA's behalf.

### B. Organizational Liaison Committee.

The Board reviewed the report submitted by Paula Matthews, chair. In setting up this committee, it will be important to distinguish between official representatives of MLA to other organizations, such as the liaisons to the various ALA

ALCTS committees that are already in place under the umbrella of BCC, and more informal liaisons intended to be under the umbrella of this committee.

#### 1. Target Organizations.

In reviewing Matthews' working list of possible target organizations, it was agreed that the emphasis should be on establishing informal liaisons with organizations which already have MLA members among their membership. ARSC and SAA were already contacted by Jane Gottlieb while she was President; these are likely prospects. The Public Library Association is an important contact, since outreach to public librarians has been established as an important goal for MLA. The category of composer-related organizations (such as SCI) is a large one. It might be better to wait on this category, as well as the International Computer Music Association. Other possibilities to consider are the American Symphony Orchestra League, Chamber Music America, and MENC, although there may not be MLA members who are involved in these organizations. Instrument-related groups such as the American Harp Society and the American Guild of Organists are also possibilities.

#### 2. Fiscal Implications.

Costs for the next fiscal year are not expected to be high, and can be handled in the current budget. There may be further needs in the future which will need to be entered into the budget request process.

#### Liaison materials.

A "kit" of basic materials to be supplied to the liaisons is a great idea. Display of publications at the various meetings should be tailored to the particular organization as much as possible.

#### 4. Appointment of liaisons.

There should be one designated liaison per organization, and the liaisons should be listed in the Administrative Structure. Given this, they should be officially appointed by the President. Ideally, potential liaisons would volunteer to the committee chair, who would make recommendations to the President, much like committee appointments.

Walker will send Matthews a list of current official liaisons.

#### 5. Makeup of Committee.

Walker will be working with Matthews on this, and welcomes input from Board members. One suggestion was to include a person who could work with liaisons to instrument-related

groups.

Matthews was thanked for getting this important Plan 2001 initiative under way.

### XIII. Roundtables.

#### A. Renewals.

Six roundtables have been renewed, as noted in section VII.E., above.

#### B. Communication issues.

Deborah Campana is the roundtable liaison for this year. The preference is for one coordinator per roundtable for administrative purposes; where more than one has been identified, the first one listed in the Administrative Structure will receive all official communications. It is important for co-coordinators to share information as necessary.

There is still some confusion about procedures for securing funding for roundtable programs. All requests for funding of program costs such as honoraria for outside speakers must be channeled through the Program Committee. In light of this problem, it was noted that it may be time to revive the Fiscal Officers' Breakfast. There are also a number of new committee chairs who may need this information.

### XIV. Old Business.

#### A. Honorary MLA Board of Advisors.

One idea that came out of a brainstorming discussion at the June 1996 meeting in Denton, was that of an Honorary Board of Advisors and/or a recognition award for individuals outside of MLA. This was discussed further at the June 1997 meeting. The Board of Advisors and recognition award are really two separate concepts which could be pursued independently. A board of advisors should be a mix of people, such as performers, prominent librarians, people in business, music reviewers, philanthropists, etc. Gottlieb will research further on protocols and possible approaches to take with this idea. In addition to a formal board of advisors, it might be possible to ask well-known musicians to lend their support, perhaps in something similar to ALA's "READ" campaign. A recognition award would need to be for achievement that affects what music librarians do. It was agreed that the idea of the board of advisors should be pursued first, and the recognition award could come later. Board members are encouraged to continue thinking about this and to forward names and ideas to Gottlieb.

B. Denkm=84ler-Gesamtausgaben.

The Board reviewed the documentation concerning this project, including David Farneth's report (previously discussed at the New Orleans meeting), Diane Parr Walker's February 17 letter to George Hill concerning the proposal, and Hill's initial response. It was agreed that "Heyer/Hill" is a confusing designation for the project; Denkm=84ler-Gesamtausgaben will be used instead for the time being.

XV. New Business.

A. Concurrent membership registration.

The Board considered the letter submitted by Wendy Sistrunk concerning possible reciprocal membership registrations with other organizations. It was agreed that this would be tremendously complex, and not worth attempting at this time. MLA could offer instead to trade mailings lists to use for membership outreach.

B. Use of MLA logo and other materials.

1. J.W. Pepper has asked permission to use MLA's logo to advertise the fact that the company is a corporate patron of MLA. The Board agreed that the logo should not be used in print by a company, as it might imply endorsement. Corporate patrons may, however, use the phrase "corporate patron of MLA" without the logo.

2. It was also reported that Early Music America recently used a review from Notes without permission. This is not appropriate. Zager will discuss this with the editor, and ask that the Notes editor be consulted first.

C. Fall Board meeting.

The Fall Board meeting will be held in New York City, pending availability of meeting space, with an alternative site of Philadelphia. The Finance Committee will meet Sept. 25-26; the full Board will meet Sept. 26-28, beginning at 2 pm on Friday. Susan Hitchens, Convention Manager, will be invited to attend.

XVI. Adjournment.

After profuse thanks were offered to Calvin Elliker for his excellent hospitality and fine cooking, it was moved by Elliker, seconded, and carried unanimously, that the meeting be adjourned at 10:20 am, Sunday, June 1, 1997.

Submitted by Laura M. Snyder, Recording Secretary.

## Appendix I. New Policies Adopted by the Board.

1. Altered Handbook language to provide basic guidelines for length of service and possible termination of committee membership. (III.B.1.)
2. Electronic version of Administrative Structure will generally not include home addresses and phone numbers. (V.A.)
3. Employment and specialization area information form to be included in renewal mailing. (V.D.3.)
4. Announcements of committee chair appointments will be posted selectively on MLA-L. (VII.A.)
5. Portions of General Endowment and Awards funds invested in Fidelity Funds are to be managed by Fidelity Charitable Advisory Services (X.C.5.)
6. Reaffirmed previous statements on live Internet connections in program sessions. (X.F.3.)
7. Monographic series to be co-published with Scarecrow Press. (XI.B.)
8. MLA cannot be named as sponsoring body on grant applications when MLA is not itself applying for the grant, but can provide letters of support in some cases. (XI.E.1.)
9. BCC to add non-voting member to serve as recording secretary. (XI.E.2.)
10. Name of Online Reference Services Subcommittee changed to Electronic Reference Services Subcommittee. (XI.F.1.)
11. MLA will not enter into reciprocal membership registration agreements with other organizations. (XV.A.)
12. MLA logo may not be used by a company, but corporate patrons and corporate members may identify themselves as such in

their advertising. (XV.B.)

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