

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
New York, NY, September 26-28, 1997

Friday, September 26: 2:00-6:00 pm; Saturday, September 27: 9:00 am-6:30 pm; Sunday, September 28: 9:00-10:35 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.

Guest: Susan Hitchens (IX.B., X.B., X.C., X.F., XV.A.)

I. Approval of the Agenda.

The agenda was adopted with the following additions: XV.B. Digital Futures Coalition, and XV.C. Publication Permission.

II. Recording Secretary's Report. (Laura Snyder)

A. Approval of minutes.

It was moved by Michael Colby, seconded, and carried unanimously, that the minutes of the May 30-June 1, 1997 meeting (Ann Arbor) be approved as submitted.

III. Parliamentarian's Report. (Marjorie Hassen)

A. Handbook revisions.

Hassen distributed Handbook replacement pages reflecting recent changes to sections III.A.2., V.A.3., and V.I.9.c., and the addition of sections V.H.2.d., V.H.8.e., V.I.2.e., and V.I.5.f. In discussion it was noted that the inclusion of working groups in the Handbook necessitates a lot of revision because of their temporal nature. Although several alternatives were suggested, the current mode of update seems to be the best option, as it keeps all of the information together and provides a written record of the existence of working groups.

Hassen was thanked for her tremendous efforts.

IV. Treasurer's Report. (James Cassaro)

The fiscal year 1996/97 Fourth Quarter/Year-End Reports were distributed prior to the meeting. Distributed at the meeting were the following fiscal year 1997/98 First Quarter-To-Date Reports: Operating Budget, Supplemental Income,

and Publications Budget. In addition, an Operating Budget Reserve report, which calculates the amount of budget surplus from Fiscal Year 1987/88 to the present, was distributed.

A. Year-End Reports, Fiscal Year 1996/97.

1. Overview: Balance Sheet.

The Operating Budget for fiscal year 1996/97 ended with a deficit of \$17,614.16. This is the largest deficit MLA has had recently. Fiscal year 1994/95 saw a deficit of \$14,557.23. The largest deficit in the past eleven years was in 91/92 in the amount of \$24,706.68. Although each fiscal year is unique in its balance between income and expenditures, the bottom of the planned deficit cycle is now being reached much sooner than anticipated. This indicates that either dues increases will be necessary on a more frequent basis than every 3 to 5 years, or MLA must find a way to capitalize on its income-producing items. Overall, the gain for fiscal year 1996/97 was \$65,142.12, a quite healthy figure that is at least \$5,000.00 more than the gain for the past several fiscal years. This gain is due to the association's investment accounts, the majority of which are now being managed by the Fidelity Charitable Advisory Service (FCAS).

2. Overages in Expenditure lines.

The following overages in expenditures lines of the fiscal year 96/97 operating budget require Board approval:

a. 6.01, Subscription Services:

\$1,392.21, due to membership mailing costs and mailing list charges.

b. 6.06, Past President: \$592.81, due

to travel.

c. 9.03, Music Cataloging Bulletin:

\$792.47, due to catching up on publication schedule, and several large issues.

d. There was a small overage in the

Newsletter line 9.04 in the amount of \$47.31, not requiring approval.

3. Comparative Overview: Individual Areas of the Budget.

a. Income: \$296,849.91; 87.40% of

anticipated amount. Comparison: fiscal year 1995/96 was \$326,700.16, or 89.76%; 1994/95 = 90.13%; 1993/94 = 86.23%; 1992/93 = 87% and 1991/92 and 1990/91 both = 89%. Income overall has been fairly consistent.

(1) Dues: \$127,434.50 (\$6,790.00

under what was predicted); last year \$109,259.40 (\$8,635.60 under prediction).

(2) Sales: \$88,097.63 (\$29,332.00 under prediction); last year \$111,816.26 (\$29,393.74 under prediction).

(a) Notes = 82.44% (last year 89.23%). Royalty amounts from electronic and microform versions were not as high as anticipated, while institutional subscribers and advertising revenue have again decreased.

(b) Mailing lists = 105.74% (last year 50.52%). This item seems to have supplanted publications as a significant source of income for the past several years.

(c) MCB = 62.57% (last year 64.42%). Music Cataloging Decisions was a big seller last year.

(d) Notes Index = 93.60% (last year 64.48%).

(3) Meetings.

Surplus balance of \$4,885.29 (last year \$10,996.68). This figure is just short of the \$5,000.00 budgeted surplus.

(4) Placement Service: 70% (last year 85.25%). This will probably continue to decline over the next several years as use of the online version increases.

b. Expenditures: total, \$314,464.07, or 92.59% of budget. Comparison: last year, \$323,989.21 or 89.02%; fiscal year 95/96, \$315,964.39 (94.99%); 94/95, 94.99%; 1993/94 and 1992/93, 86%; 1991/92, 92%; 1990/91, 85%. After an initial increase in expenditures, these figures have remained fairly steady over the past few years.

(1) Management Services: 87.70% (last year 100.20%).

(2) Program Expenses (committees): 88.15% (last year 88.67%). Remaining money in the lines for the Personnel Characteristics Survey (7.0311) and the Reference Performance Subcommittee Survey (7.0331) were paid into a deposit account in the first case, and by the end of the fiscal year in the second.

(3) Other Member Services: 82.03% (last year, 74.56%). These figures are not unusual; there were savings in production of the Placement Service Job List and under expenditures in other lines (ALA, Publicity Officer).

(4) Publications = 96.30% (last year 79.48%). This included over expenditures in MCB and the Newsletter, and additional costs in the Notes budget for the change in editorship.

(5) Miscellaneous.

This included \$30.07 in line 11.02, for a royalty payment to H. Wiley Hitchcock for the Earlier American Music series published by Da Capo Press.

c. The balance for fiscal year 1996/97 was (\$17,614.16).

d. Operating Budget Reserve.

With fiscal year 1996/97's budget deficit, the reserve has been depleted to the amount of \$15,598.85, the lowest point ever reached. The Board approved a policy at its February 1996 meeting to maintain at least \$40,000 in reserve for end-of-year cash flow. If the budget continues to perform as in the past few fiscal years, MLA must determine where additional monies may be found to cover this situation.

e. Supplemental Income totaled \$13,632.31, compared to \$16,900.29 last year.

(1) Unrestricted: \$1,925.00 (last year \$1,698.00).

(2) Gerboth Fund: \$717.00 (last year \$126.00).

(3) Duckles: \$1,011.00 (last year \$380.00).

(4) Epstein: \$3,356.00 (last year \$5,595.00).

(5) Freeman: \$681.00 (last year \$6,814.60).

f. Endowment Account accumulations to June 30, 1997:

(1) Gerboth: \$16,819.27 (last year \$16,102.27).

(2) Duckles: \$19,297.11 (last year \$18,286.11).

(3) Epstein: \$28,951.00 (last year \$25,595.00).

(4) Freeman: \$14,082.60 (last year \$13,401.60).

(5) Special Endowments: \$9,100.00 (last year \$33,695.00; difference is due to Epstein being included in this category last year).

g. Investment Accounts.

(1) Again, no funds were

drawn from the Calvert and Fidelity Money Market funds to meet year-end costs.

(2) General Endowment Fund.

The movement into the

Fidelity Charitable Advisory Service (FCAS) was accomplished at the very end of the fiscal year; the General Endowment Fund increased in value by \$55,749.44 over the course of the fiscal year (last year's increase was \$29,199.13). It was a wise decision, therefore, for the Association to move into a professional money management program for its investments. Approximately 10% of this fund is now in socially-responsible investments; the balance in a number of different Fidelity accounts including stocks, bonds, and money market.

(3) Awards Endowment Account:

\$110,565.43 (last year \$92,943.52). This is an increase of \$17,621.91 over the course of the year. Interest accrued for fiscal year 1996/97 was \$14,021.18, enough to cover the \$4,750.00 paid out for awards. This interest includes long and short term capital gains on the account. Again, the move of most of this fund into FCAS was accomplished at the end of the fiscal year.

h. Mutual Funds Activity.

This report documents the

dividend and long and short term capital gain income as well as the dissolution of the various Fidelity investments into FCAS.

i. Publications Budget.

Surplus on income and

expenditures for the monographic series amounted to (\$20.40), well short of the anticipated amount of \$6,540.00.

B. Fiscal Year 1997/98 First Quarter-to-Date (as of 21 Sept. 1997).

1. Overview:

As usual, most first quarter income is from dues; most expenses are in management services and publications.

2. Operating Budget.

a. Income: 30.81% of budget (last year 33.86%; year before that 44.40%).

(1) Dues: 54.48% (last year 58.54%; year before that, 65.33%). Sustaining membership is higher than anticipated; regular membership is on the decline, or renewals are later than usual.

(2) Notes subscriptions:

26.36%. This is lower than last year's figure of 31.33%, continuing a downward trend from 59% at this point in fiscal year 1992/93; the advertising discounts for corporate members feed into this, but should be offset by the increase in the number of corporate members.

(3) Publications Budget.

Income is being received in the Index & Bibliography Series due to the publication of the Elliot volume late in fiscal year 1996/97. The Technical Reports series is seeing less income from the recently published monograph on cataloging moving-image materials. There has been little expenditure yet except for advertising and copyright registration costs. The surplus from this budget appears in Line 2.04 of the Operating Budget.

(4) Placement Service:

51.15%. This is on par with last year at 50.71% , but down from 95/96 at 66.88%; this may be due to availability of the Job List on the MLA Clearinghouse web site.

b. Expenditures: 24.87% (last year 23.22% overall). There is nothing unusual to report in other expenditure lines. All MLA subsidies have been paid out (Line 7.04). Notes printing (line 9.0681) reflects final payment for the June 1997 issue, full payment for the September 1997 issue and the first billing for the December 1997 issue.

c. Miscellaneous expenditures.

The Chapter grant was paid out (Line 11.03) to the Midwest Chapter in the amount of \$600.00. Line 11.02 reflects the \$110.00 fee for two corporate credit cards from the American Express Small Business program; one each for the Treasurer and the President. These accounts will have to be changed when the position incumbent changes, as the credit is not based solely on the Association's financial stability, but on the credit record of the card holder.

MLA has a respectable balance of \$20,157.20 with which to start out the second quarter of the fiscal year, soon to be supplemented by the imminent receipt of convention registration fees.

3. Supplemental Income: at \$5,203.48 (last year at \$3,281.10). Notice has not yet been received of interest on money market funds, nor for interest on the checking account for September. The matching campaign for the anonymous donation to the Epstein Fund has largely been accomplished. The \$2,370.00

raised in the first quarter of this fiscal year brings the total to \$4,595.00 raised since the New Orleans meeting. There have been six requests for donations to be directed to a "socially responsible" fund in the first quarter.

C. Other Information.

1. The annual tax return was filed with the I.R.S. on 10 Sept. 1997.
2. The annual letter to the Epsteins regarding the status of the Epstein Fund was sent on 21 September 1997.
3. The credit card application for convention registration fees and MLA Shop sales was received and will be sent in for approval.
4. State of California tax exemption forms were received from the Los Angeles Local Arrangements Committee for the 1999 meeting. These will be filed shortly.

Cassaro was thanked for his succinct and thorough report.

V. Executive Secretary's Report. (Bonna Boettcher)

A. Administrative Structure.

Following the Ann Arbor meeting, Boettcher updated, copied, and mailed the Administrative Structure and 1997-98 Calendar to officers, Board members, editors, special officers, committee, subcommittee, and task force chairs, roundtable coordinators, and chapter chairs. After several attempts at transmission, a slightly revised version was loaded on the fileserver at Indiana and was added to the Clearinghouse.

Boettcher distributed a draft of the current Board version of the Structure. Any corrections should be conveyed to her. A copy of the public version will soon be forwarded to Rebecca Littman for the web site; Boettcher will also check with Ralph Papakhian to see if he wants to continue loading this document on the fileserver and Clearinghouse.

B. Membership.

Renewal letters were forwarded to Jim Henderson in time for the late-June membership renewal mailing. Renewal forms were altered slightly to allow members to specify that their donations were to be deposited in socially-responsible funds, and to remove the line to order the Notes Index. Forms were also created to accompany Walker's mailing to lapsed members. All mailings included the employment/specializations questionnaire. Jim Henderson estimates that approximately one-third of the members are returning completed questionnaires.

First notices, along with renewal notices for the Placement Service were mailed on 30 June; second notices were mailed in mid-August; final notices should have gone out recently. Walker wrote separate letters for mailings to honorary members, corporate members, and recently-lapsed members.

As of 25 September, four of the nine 1996-97 Corporate Patrons have renewed (Chadwyck-Healey, Educational Music Service, J. W. Pepper, and Oxford University Press), while three of the four 1996-97 Corporate Members have renewed (Broude Brothers, Gary Thal, and Hal Leonard). In addition, A-R and Lyrichord Discs joined as new Corporate Members shortly before the renewal season began.

All five sustaining members have renewed at that level, and three others have upgraded their membership to sustaining, bringing the total of sustaining members to eight.

Since the Ann Arbor meeting Boettcher has processed twelve new student memberships, ten new regular memberships, and three new institutional memberships. In addition, sixteen lapsed members have rejoined MLA. New members are sent a membership handbook, a welcome letter, and chapter information; returning members are sent a membership handbook.

C. Publications.

1. Annual Report.

Boettcher distributed copies of the 1996-97 Sales and Inventory Report. The bottom line, billings of \$16,620.14, is a definite improvement over the 1995-96 billings of \$9,830.20. The primary reason for this increase is the timing of the Ashley and Elliot volumes. Although the Ashley volume was added to our inventory before the end of the 1995-96 fiscal year, billings for the standing order shipment were not processed until after 1 July 1996. The Elliot volume was shipped in time for the standing order billings to fall during June 1997.

The Index and Bibliography Series realized sales of 270 volumes, with the bulk of the sales--225 volumes--coming from Paula Elliot's essay and index to FAMS/Pro Musica. Total billings for 1996-97 were \$6,099.98.

356 volumes were sold from the Technical Reports Series, with Ashley's Cataloging Musical Moving Image material the leader at 286 volumes. Total billings for this series were \$7,289.86.

Among other publications, the top seller still was Karen Little's Notes Index, accounting for 94 volumes and \$2,316.00 in billings. Small numbers of the other titles were

sold, including eight copies of Music Librarianship in America. MCB subscriptions for January were at 708.

2. Membership Handbook.

The 1997 Membership Handbook finally appeared, fortunately before the annual renewal mailing. Seven copies of the new Handbook have been sold since it appeared. As usual, requests for correction began to appear as soon as the Handbook was delivered to members. Unlike past years, however, more MLA-L readers sent their corrections directly to Boettcher than to MLA-L. She posted two sets of corrections to MLA-L, and forwarded the lists to Jim Henderson.

3. Brochures.

The new editions of the red and green brochures were delivered to Boettcher's office in early August. 1500 copies of each brochure were printed, and each has an accompanying insert with membership rates and a list of selected publications. Many thanks are due to Gerry Ostrove for seeing this project through to completion and to Laura Dankner for pitching in at the last minute. The brochures have not been announced with great fanfare yet.

Since the Ann Arbor meeting, Boettcher has filled seven requests for brochures, distributing 17 red (MLA), 20 green (Music Librarianship) and one purple (Giving). There are only about 25 copies left of the Giving brochure.

4. Library School Directory.

Three copies of the Library School Directory have been sold since June. With more than 30 copies on hand, Boettcher has no immediate plans to reprint the Directory.

5. Copyright Registration.

The March and June issues of Notes, as well as the Elliot volume, were sent to the copyright office for registration. During the summer, Boettcher received acknowledgment for the Notes issues, and, finally, for the Ashley volume, which had been sent in months earlier.

D. Contributions.

Since the Ann Arbor meeting, Boettcher has acknowledged 52 contributions. Any contributions of \$100 or more are acknowledged by Walker.

So far, the first quarter contributions have resulted in totals above those received during the same time period last year. From 1 July through 16 September, MLA has received 80 contributions, totaling \$5,130.00. The breakdown is:

1 contribution at the patron level: \$1,000

19 unrestricted contributions: \$1,790

(Including two of \$500 each; the donors are listed as fund patrons.)

6 contributions to Duckles: \$ 295

(One was in honor of Ida Reed.)

10 contributions to Epstein: \$ 350

12 contributions to Freeman: \$ 295

9 contributions to Gerboth: \$ 255

24 contributions to General Endowment: \$1,145

(Including one contribution of \$300; donor listed as fund patron.)

The running total for calendar 1997 is \$7,780.00, received from 137 contributors. That breakdown is:

1 contribution at the patron level: \$1,000

20 unrestricted contributions: \$1,940

(Two for \$500 each; donors are listed as fund patrons.)

17 contributions to Duckles \$ 750

(One in honor of Ida Reed; one in honor of 3 retirees from the Pacific Northwest chapter.)

12 contributions to Epstein: \$ 415

19 contributions to Freeman: \$ 505

20 contributions to Gerboth: \$ 590

41 contributions to General Endowment: \$2,580

(3 contributions are \$300+; donors listed as fund patrons; a group of contributors gave in honor of Jane Gottlieb.)

At Laura Dankner's request, Boettcher has been working on a cumulative contributors' list. This is on a spreadsheet, alphabetically by contributor, and includes a breakdown of each donor's contributions by fund and year.

E. Other.

1. Convention Mailing.

There is more turnaround time than for last year's convention. Boettcher should have little trouble getting the necessary materials to Jim Henderson shortly after October 19.

2. T-shirts.

Leslie Bennett sold two T-shirts at ALA, to MLA members who hadn't purchased them at the annual meeting. Jennifer Ottverik, a member of the Marketing Subcommittee, has graciously offered to warehouse and distribute the T-shirts and future MLA merchandise. As soon as the procedures can be worked out, Boettcher will happily ship the boxes to South Carolina.

3. MLABD-L.

Shortly after the Ann Arbor meeting, Boettcher formatted and printed out the February 1996 through February 1997 Board list correspondence and sent hard copy to the Archives. In accordance with the Joint Archives Committee's recommendation, some sensitive correspondence was sealed for longer than the requisite four years.

4. R. R. Donnelley/Haddon Craftsmen.

For a number of years, MLA has contracted with Haddon Craftsmen, a division of R. R. Donnelley, for warehousing its publications. In a letter, dated 25 August, Donnelley has informed MLA that it is exercising its termination clause. Termination generally requires 90 days' notice. Donnelley has indicated that it will continue to warehouse our materials past 90 days as long as the business relationship is terminated by 31 December 1997. On 22 September, Boettcher sent a letter to Donnelley requesting an extension until 31 December.

Jim Henderson has indicated that Donnelley appears to be discontinuing its business relationships with many of its smaller customers, even those who are long-term. Boettcher has apprised Dick Griscom of this, since he will be renegotiating the contract with A-R; A-R has expressed an interest in taking over Notes storage. With the Scarecrow contract signed, this could be the solution to a potential dilemma.

5. Mailing lists.

Marilyn Mason, Professor of Organ at the University of Michigan, contacted Boettcher early in June with a request for assistance distributing proceedings of a Langlais conference that was held at Michigan last October. Her intention was to distribute gratis copies of the proceedings to music libraries in the U.S. and Canada. With Walker's approval, she was provided a set of institutional member labels free of charge.

Shortly thereafter, David Dalton, from Brigham Young, contacted Boettcher on behalf of the American Viola Society. The Society was hoping to expand its subscriber base by mailing gratis copies of its latest issue, and was interested in MLA's mailing list. Because this was a slightly more commercial request, Walker was reluctant to have MLA pick up the charges for a label set. In addition, Dalton really was only interested in a small subset of the institutional member list. Boettcher sent him a copy of the institutional members as listed in the membership handbook so that he could develop his own list of likely recipients.

Generally when MLA sells a label set the charge is \$0.15 per label. If the request for labels is from MLA, Jim only bills back \$.05 per label.

6. Copyright.

Via Calvin Elliker, Boettcher was contacted by a researcher who is working on a book on J. S. Bach's sacred vocal music, and who wanted permission to use portions of Miriam Whaples' book, published by MLA (Index and Bibliography Series, no. 11). The researcher was referred to Walker for information on the permission issue. [See also section XV.C., below.]

7. Letterhead.

Although supplies are nearly exhausted, Boettcher should be able to provide letterhead on bond paper in emergencies.

Boettcher was thanked profusely for her excellent report and continued outstanding work.

VI. Past President's Report. (Jane Gottlieb)

A. Chapters.

1. Chapter Grants.

Gottlieb notified the Midwest Chapter of its successful application, for support for a workshop during its annual meeting. The announcement of that workshop was received recently; it was noted that such announcements should mention the support provided by MLA.

The deadline for the next chapter grant application is April 1, 1998. \$2,000 is allotted in the budget each year. Expenditures have been much lower than that due to the lack of requests for funding. An upcoming Newsletter article on chapter grants will include a list of past recipients.

2. Chapter meetings.

Gottlieb will be attending the October 17 meeting of the Texas Chapter in Austin, and may attend the New York/Ontario Chapter meeting in Rochester on October 25. Attending chapter meetings is an important function of the Vice President/Past President, especially in connection with Plan 2001.

3. Communications.

Gottlieb also receives new member and address change information from Boettcher, and passes it on to the appropriate chapter chairs. This is a cumbersome routine which might be streamlined in some way.

4. Chapter Mergers.

The Pennsylvania Chapter has recently begun

considering the possibility of merging with the Chesapeake Chapter. This might be a solution for other smaller chapters to consider as well. The Ad Hoc Chapter Committee will be looking at the geographical aspects of current chapter boundaries; approval of any mergers should wait until that committee's report has been completed.

Gottlieb was thanked for her wonderful work.

VII. President's Report. (Diane Parr Walker)

A. Administrative Structure.

Recent changes have been reported already on MLABD-L.

B. Treasurer Search.

Cassaro's term will end in September 1998. A search committee has been appointed: Jerry McBride (Chair), Sherry Vellucci, Gordon Theil. Board members are encouraged to recommend names of potential candidates to the Search Committee.

C. Convention Manager.

A search committee will be appointed soon to recommend a new Assistant Convention Manager, term to begin in July 1998. Walker invited recommendations for search committee members.

D. Correspondence.

1. Letters were sent to Sustaining Members, both those renewing and those upgrading their membership, to thank them for their additional support to the association.

2. Several large donations have recently been acknowledged.

3. Letters were written to Honorary Members, welcoming them to the 1997/98 membership year and reminding them of opportunities for giving to MLA.

4. Lapsed members.

Letters were sent to 230 lapsed members; 17 renewals have been received so far. One reply was a very supportive but non-renewing letter from a musicologist. The next step might be to refer the list to the Development Committee. Some of those who are no longer members might be willing to donate to help support the goals of MLA. The mailing list for such a campaign would need to be carefully considered and targeted.

5. Letters were sent to Corporate members and patrons, inviting renewal, and thanking them when they renewed.

6. Los Angeles meeting.

Walker recently wrote to Susan Kent, City Librarian, Los Angeles Public Library, letting her know that MLA will hold

its 1999 meeting across the street from the public library and expressing the hope that the meeting will provide an opportunity for shared visibility and for participation of LAPL staff. As a result, there are now two LAPL staff members working with the Local Arrangements Committee.

E. Endorsements.

1. National Humanities Alliance.

Based on Board e-mail discussion and on the recommendation of the Legislation Committee, Walker wrote a letter endorsing the National Humanities Alliance's principles on fair use in the digital environment. It was moved by Laura Snyder, seconded, and carried unanimously, that the Board ratify MLA's endorsement of the National Humanities Alliance Basic Principles for Managing Intellectual Property in the Digital Environment.

2. NII Statement on Fair Use.

This statement was previously endorsed by MLA and many other organizations, but its future is unclear, since ALA did not endorse it and others have expressed reservations. It was agreed that MLA should not reinforce its previous endorsement at this time.

3. General Policy on Endorsements.

It was agreed that when timely action is required for MLA to endorse statements on issues, the President will receive recommendations from the Legislation Committee, circulate the information to the Board via MLABD-L, send the endorsement letter if everyone is in agreement, and bring the matter up for official ratification at the next Board meeting. It was affirmed that in general, official Board business should not be conducted via e-mail.

It was agreed that MLA should try to capitalize on its endorsements to gain greater visibility when appropriate. The MLA Copyright web site could list the copyright statements that MLA has endorsed, and provide links. A Newsletter column from the Legislation Committee about these endorsements would help to inform the membership. MLA might consider joining organizations such as the National Humanities Alliance, though the cost might be high. MLA should carefully consider with whom it should be allied. MLA might do more to educate the public concerning copyright issues.

F. Scarecrow Press Negotiations.

Following the June Board meeting, the Ac Hoc Committee on Pricing Structure of MLA Publications worked with Scarecrow Press

to finalize the co-publishing agreement with them. A 3-year contract, specifically for the Index and Bibliography and Technical Reports series, was signed by Walker early in September. The agreement also includes storage and distribution of the back stock of publications in those series, and other monographs. Implementation is now under way, including transfer of back stock, etc. Boettcher and Jim Henderson are working on this.

G. A Basic Music Library.

This was published in June. Walker distributed complementary copies to the MLA Publicity Officer for use in the MLA exhibit, and to the MLA Archives. ALA sent complementary copies to the section editors.

H. Confidentiality Issues.

It was noted that there was a recent inadvertent breach of confidentiality via some old computer files. Everyone working with confidential information should be very careful about where electronic files are stored, and destroy the electronic files when work is finished.

I. Upcoming Activities.

1. Walker will be attending the MLA/MPA/MOLA meeting in October.

2. The Joint Archives Committee may meet in October; Walker will attend if they do meet then.

Walker was thanked for her excellent work on behalf of MLA.

VIII. Editors.

A. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth.

1. Projects in discussion and development.

One of the projects listed was cited as a possible web-based publication. This might have implications for the agreement with Scarecrow press. The editor would need to look into this.

2. Denkmaler-Gesamtausgabe project.

There is no further action on this at the moment.

Farneth, in his capacity as series editor and member of the Publications Committee, is encouraged to keep the Board informed of further discussions.

Farneth was thanked for his report.

B. Music Cataloging Bulletin.

The Board reviewed the report submitted by Phil Schreur. Regarding his concerns about deadlines, Boettcher will contact

him about this and work out a realistic approach. The question concerning possible electronic publication of MCB should be referred to the Publications Committee. Subscribers should be surveyed to assess their interests and needs. Some of this was already done by Dick Griscom and Sherry Vellucci in a study done prior to the appointment of the current editor. MCB could be offered in both paper and electronic form, as is now done with the Job List.

Schreur was thanked and complimented for the great job he has done in getting this publication back on schedule.

C. Newsletter.

The Board reviewed the report submitted by Linda Hartig, editor, and noted that the first issue under the new editorship is scheduled to come out soon. Cassaro noted that MLA now has state tax exemption in Massachusetts, where the Newsletter will continue to be printed.

Hartig was thanked for her report.

D. Notes.

The Board reviewed the report submitted by Richard Griscom, editor. It was agreed that his proposal for a series on library collections is excellent. A recent series in Library Quarterly covered a few collections, but others should be profiled.

Griscom was thanked for his report.

E. Technical Reports Series.

The Board reviewed the report submitted by Sherry Vellucci. It was moved by Marjorie Hassen, seconded, and carried unanimously, that the Board approve the proposal to publish Guide to Writing Collection Development Policies for Music, by Amanda Maple and Jean Morrow as the next volume in the Technical Reports series. This will be the first volume published under the new co-publishing agreement with Scarecrow Press.

IX. Special Officers.

A. Advertising Manager.

The Board reviewed the report submitted by Susan Dearborn. The recent problems associated with transfer of artwork from one printer to another resulted in a delay in the printing of the June issue of Notes. This kind of problem could be avoided if A-R could print the Handbook at a competitive price. This will be considered as part of the upcoming contract negotiations with A-R.

Dearborn was thanked for her tremendous work.

B. Convention Manager.

The Board reviewed the report submitted by Susan Hitchens, and met with her during the meeting.

1. Exhibitor payment problems.

Hitchens reported that following the annual meeting, one exhibitor's company had difficulty paying the exhibitor fees because of the fact that payments to MLA for different purposes have to be paid to different people at different addresses.

Cassaro noted that they could pay all of their bills together, as long as it is clear on the stub what amounts are being paid for what functions. It might be possible in the future to have Academic Services collect the exhibit fees, but this is not currently among the contracted duties. It was agreed that the exhibitor's company could be offered special accommodations for the time being; the larger problem will be considered in the process of looking at the whole issue of MLA's administrative matters.

2. Term of office.

Hitchens has notified the Board that she will would like to have an Assistant Convention Manager appointed to begin work in July 1998. She will continue as Convention Manager for the 1999 meeting, and act as Assistant Convention Manager for the 2000 meeting, the last for which she will be involved as manager. Walker will appoint a search committee soon.

3. Future meeting sites.

A group is in the beginning stages of preparing an invitation to Salt Lake City as a meeting site for 2002. The Board agreed that this site would have merit. Hitchens will convey the substance of the discussion to David Day.

4. Convention Manual.

Hitchens was commended for continuing to augment and update the Manual. She reported that she received useful input from Lois Kuyper-Rushing, who handled the registration for the New Orleans meeting.

Hitchens was thanked profusely for her continuing excellent work.

C. Placement Officer.

The Board reviewed the report submitted by Beth Rebman. She was thanked for her continued excellent work. The Job List provides a very valuable service, both to job seekers and employee recruiters.

D. Publicity Officer.

The Board reviewed the report submitted by Leslie

Bennett. In answer to concerns she raised, Walker will work with her to ensure that she has the necessary information for timely press releases. The awards committees should prepare the wording of the publicity for awards, and work with Bennett in this process. The Publicity Officer's role in this case should be primarily one of distribution.

Bennett was thanked for her report.

E. Reappointment of Special Officers.

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

2. It was moved by Marjorie Hassen, seconded, and carried unanimously that Bonna Boettcher be reappointed as Executive Secretary for another year, and that James Cassaro be reappointed as Treasurer for another year, with warm and hearty thanks for all of the services they have provided.

X. Standing Committees.

A. Development.

The Board reviewed the report submitted by Laura Dankner, Chair, and the Marketing Subcommittee report submitted by Sarah Dorsey.

1. MLA Shop.

In addition to the T-shirts and post-it notes approved at the June Board meeting, the Marketing Subcommittee has proposed selling mouse pads at the Boston meeting. The Board agreed that this would be worth trying, but since no budget figures have been reported yet, requested the opportunity to review the information on costs and prices before the shop opens at the Boston meeting.

The question was asked, whether MLA would need a vendor's license to sell merchandise in Boston. The subcommittee will need to investigate this.

2. Credit Card Use.

The previous decision to allow credit card use during the annual meeting had covered purchases at the MLA shop and registration fees, but not donations. This could be very confusing if donations and purchases are accepted at the same table. It was agreed that credit card transactions could be expanded to include donations at the annual meeting. The Development Committee will need to be sure that they can keep track of the various transactions. Some kind of form will need

to be provided for credit card transactions. It might be possible to find something that would serve multiple needs.

3. Corporate Member Program.

This is going well, but should be expanded.

Suggestions for possible recruitment at these levels should be forwarded to Joe Boonin or Laura Dankner.

4. Brochures.

Dankner has raised the question of what committee should be responsible for the revision of the brochures. This has been done in the past by Geraldine Ostrove under the auspices of the Development Committee. The Publications Committee might be a logical choice to take this over, but they have many responsibilities already. This question needs to be considered in the context of the Administrative Services question.

5. Consultant.

It was noted that a proposal for a consultant needs to come to the Board by the February meeting so that this can be worked into the annual budget process if appropriate.

B. Education.

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

1. Preconference Workshop.

Distribution of Cataloging Musical Moving Images may be complicated by the transition to Scarecrow. Boettcher will be in touch with Jim Henderson, Laurie Sampsel, and the Scarecrow people about this. She will also encourage Scarecrow to have this book featured prominently in their exhibit at MLA.

2. Poster Session.

This has been gaining momentum; the response was more than double that of last year. Two sessions have been scheduled for the Boston meeting. It is good to see that this is going so well.

3. Ask MLA/MPA Session.

John Shepard is working on recruitment of panelists. This session will be a bit more structured than some. MLA members will be invited to submit questions in advance.

C. Finance.

1. Convention Budget.

The Convention Budget was distributed as prepared by Michael Colby, Assistant Fiscal Officer, and the Finance Committee. The Board unanimously approved the following fee schedule:

Early registration: \$110

Regular & on-site: \$135
Student: \$ 60
Single day: \$ 60
Banquet ticket: \$ 45
Exhibit table: \$400
Exhibit Internet connection: \$200

Program ad rates:

cover: \$200
full page: \$150
half page: \$ 85

Preconference Workshop: \$ 60

The student registration fee will include a banquet ticket this year. The costs associated with accepting credit card payments for registration and MLA Shop purchases have been included in the budget. The Finance Committee also discussed the possibility of charging a higher registration rate to non-members. The Membership and Education committees should consider this question. There would be some logistical considerations.

The Board unanimously approved the convention budget as presented by the Finance Committee.

2. 1996/97 Budget Overages.

The Board accepted the Finance Committee's recommendation to approve the following overages in the fiscal year 1996/97 budget: line 6.01, Subscription Services, in the amount of \$1,392.21; line 6.06, Past President, in the amount of \$592.81; line 9.03, Music Cataloging Bulletin, in the amount of \$792.47.

3. Audit Committee.

Bob Kosovsky of New York Public Library selected two lines of the budget: one from income and one from expenditures. The lines selected were 1.012, Institutional members; and 6.04217, Convention Manager travel. All was found to be in order. Kosovsky was thanked for serving on the committee.

D. Membership.

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

1. Sustaining Members.

In answer to Jaffe's question concerning the letter to potential sustaining members, it was clarified that these were not sent yet due to timing problems. The letters should preferably not come from the current President, but should ideally come from someone in the sustaining member category. The mailing list should be carefully targeted. Walker will discuss

this further with Jaffe.

2. Lapsed Member Follow-up.

Walker will redirect further follow up to the Development Committee. (See VII.D.4., above.) It would probably not be fruitful at this point to make further attempts at membership reinstatement.

E. Nominating.

The Board reviewed the report submitted by Mark McKnight, Chair.

1. Slate of Candidates.

It was moved by Jane Gottlieb, seconded, and carried unanimously, that the Board approve the slate of candidates for the 1997 election submitted by the Nominating Committee. In discussion it was noted that the level of detail in the biographical summaries often varies among the candidates. It was agreed that summaries should include all MLA activities, degrees, and present and previous relevant positions, but other activities should be listed selectively. A template might be useful in the future. The Committee should also make clear to the candidates that it reserves the right to edit the summaries for length and consistency.

2. MLA Citation.

It was moved by Daniel Zager, seconded, and carried with eight "yes" votes, zero "no" votes, and one abstention, that the Nominating Committee's recommendation for an MLA Citation be accepted.

F. Program.

1. 1998 Meeting.

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

(1) Core Record Plenary Session.

As suggested at the June meeting, this has now been turned into a plenary session, thanks to the work by Green, Linda Barnhart, and the speakers. In the quest for a catchy title, the Board suggested "The Core of the Matter: Rethinking Access to Music Information." Tashiro will report this suggestion back to Green. Honorarium and travel expenses (travel plus one night's lodging) have been budgeted for non-MLA speakers as requested.

(2) Boston Music Session.

Honoraria have been budgeted as requested.

(3) Technostress Session.

The Board discussed the question of title,

and offered two suggestions: "Taming Technostress: Remaining Healthy in the Workplace", and "Technology and Stress: Remaining Healthy in the Workplace." Tashiro will convey these back to Green.

(4) Live Internet Connections.

These will be impossible for program sessions at this hotel, due to the layout and the lack of appropriate wiring in meeting rooms.

(5) Public Libraries Committee.

The Board approved their request to have a no-host breakfast listed in the Program, but suggested that it should not be scheduled on Thursday morning.

(6) Scheduling.

The Working Group on Surveying Music Library Personnel Characteristics has requested two open meetings to report their findings to the membership. Since the results have not yet been reported to the Board, it was agreed that the Working Group should plan on only one open meeting. [See Section XI.E.2., below.]

(7) Other.

Now that the preliminary program is being made available on the Web, it is important to edit that version so that potential speakers are not listed before they have been confirmed.

b. Local Arrangements Committee.

The Board reviewed the report submitted by Michael Rogan. Fund raising efforts by the committee have been very fruitful. Some donations have been designated for specific purposes. Hitchens will work on the details of appropriate acknowledgment through program listings and signage. Donations for the conference should be acknowledged by the President, as are all contributions over \$100. Local Arrangements committees will need to report such contributions to the President as they are received so that donors can be thanked officially by the Association, as well as acknowledged at the event. The banquet menu is still in planning. The Committee has suggested a possible informal workshop with the Commonwealth Vintage Dancers, who will be entertaining at the banquet. A room would need to be scheduled for this. Hitchens will discuss this with Rogan. A reservation system is worth trying at the banquet. It is important to make sure that people are made aware of this, and that new attendees are included in the process, perhaps through the help of their mentors.

The Board looks forward to the Boston meeting with great anticipation.

2. 1999 Meeting.

a. Program.

The Board reviewed the report submitted by Philip Vandermeer, Chair, which included four ideas for plenary sessions: Film music; Looking toward the Digital Music Library: Progress and Problems; Broadening the Canon in an Age of Shrinking Budgets; and Entrepreneurial Librarianship. It was agreed that a session on Film music would be a great idea for this meeting. The other three topics also show much promise. The 2nd topic might appropriately be called "Perspectives on..." rather than "Looking toward...". There are also various ways in which some of these ideas might be combined into one session. Some of the Local Arrangements Committee's ideas for LA area music might be developed into roundtable sessions. The Program Committee is applauded for an excellent start on plenary session possibilities.

b. Local Arrangements.

This is a very enthusiastic group. Planning is well under way. The Convention Manager and Treasurer can work with them on the mechanics of fundraising. Hitchens recommends personal contacts rather than form letters. Instructions on fund raising need to be added to the Convention Manual. Proper acknowledgment of gifts is especially important. The New Orleans and Boston committees could also provide guidance.

(1) Wine proposal.

The Committee has proposed that an MLA Commemorative Wine be made available at the 1999 meeting, either for sale in the MLA Shop, or as a premium for donations. The Board agreed that this could be pursued, provided a number of logistical questions are resolved. The proposed price seems much too low. The question of whether this would be a sale item or a donation premium needs to be clarified. The Board generally felt more comfortable with the sale idea, but feasibility would depend on local laws concerning vendor licensing, taxes, and shipping across state lines. The Committee is encouraged to work with the Development Committee and with Susan Hitchens regarding these details.

G. Publications.

1. MLA Web Site Subcommittee.

The Board reviewed the report submitted by Rebecca Littman, Chair; Board members also viewed the site. It was

agreed that the site needs the input of a professional designer at this point. Money for this has been budgeted in the current fiscal year. In the interest of completing the site as soon as possible, it was suggested that one person be assigned to work with the designer, and the committee then review the product. Walker and Gottlieb will work on this.

XI. Special Committees.

A. Ad Hoc Administrative Services Committee.

The Board reviewed the report submitted by Linda Solow Blotner, Chair. This is a central question to Plan 2001, but not easy to resolve, as it is especially difficult to envision an appropriate model for MLA's situation. Two possible models to consider would be 1) to use the existing systems and expand on them, or 2) to seek out outside agencies that would provide the services needed. There is a lot of concern that someone from the outside would not have sufficient understanding of MLA's culture and needs to be effective. One possible model might be to keep the intellectual activity of MLA work within the membership, but to seek outside clerical assistance. The Committee is currently working on compiling lists of duties that might be effectively outsourced. They are encouraged to focus on this project for the time being, and to have a list completed by the February meeting. Once this list is compiled, the committee should be able to move forward. The recent agreement with Scarecrow Press has already resulted in the outsourcing of some tasks. A-R has expressed an interest in expanding its services to MLA, and Academic Services might interested in taking on more as well. The committee's list of tasks should first be assessed and pared down in light of these possibilities. The tasks that still remain could then be written into a Request for Proposal, which would invite outside input on questions of cost.

B. Ad Hoc Chapter Committee.

The Board reviewed the report submitted by Roberta Chodacki, Chair, and discussed the proposed chapter questionnaire. This needs to go to chapters very soon, as many chapters are meeting in the next few weeks. The question on rising or declining chapter membership might also ask for specific details such as time frame and numbers, although the completeness of chapter records may vary. The Board approved the questionnaire with the suggested changes and encouraged the committee to move forward on this. It was also suggested that the proposed "Town Meeting" at the Boston meeting would be better

titled an "Open Forum".

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

It was moved by Laura Snyder, seconded, and carried unanimously, that the Board accept the recommendation of the committee for the awarding of the Special Achievement Award at the 1998 meeting.

D. Ad Hoc Task Force on Plan 2001.

The Board reviewed the report submitted by David Farneth, Chair.

1. Plan 2001 logo.

The first Newsletter article on Plan 2001 included a new logo commissioned by the editor. The Board had no objections to its continued use.

2. Publicity and Press Releases.

At the Board's request, the Task Force reviewed the April 1997 report of the Ad Hoc Committee on Publicity and Press Releases. In the process, the Committee clarified some points that had been questioned by the Board during the June meeting. It was noted that Bennett's term will end in 1999, and any changes to be made in that position, such as splitting it into two positions, should be determined by February, in order to include such changes in the budget process. The report suggested the possibility of recharging the committee to make a broader, qualitative evaluation of MLA's current publicity efforts. It was agreed, however, that the committee needs to first focus on the immediate question of the continuation of the position. Evaluation of current publicity might then be better carried out by the person or persons appointed.

E. Administration Committee.

1. Automation Subcommittee.

The Board reviewed the draft "Automation Requirements for Music Materials", submitted by Judy MacLeod, Chair. This is a revision of the document originally published in Notes in November, 1986. It was agreed that the draft needs a broader review before being submitted for publication. The Chair of BCC should be asked to review it; it especially needs some input from people with recent experience in the implementation of newer systems. Discussion also mentioned the need to include more guidelines for acquisitions & circulation modules, the need to deal with implications of relevance searching for music materials, and the need to update some MARC tags in view of format integration.

2. Working Group on Surveying Library Personnel Characteristics.

The Board reviewed the report submitted by David Lesniaski, Chair. The working group had requested two open meetings during the Boston meeting to present the results of the survey, but this would not provide the Board adequate time to review the results and plan for their dissemination. One open meeting will be scheduled, at which the Working Group will explain its methodology and procedures for the survey but not present the results. After the Board has had the opportunity to fully assess the information in light of its importance for Plan 2001, the results will be distributed via the Administration Committee. The final report of the Working Group, including the data from the survey, must be submitted to the President by the normal deadline for inclusion in Board packets for the February meeting.

F. Awards Committees.

1. Dena Epstein Award.

The Board reviewed the report submitted by Vic Cardell, Chair. It was moved by Deborah Campana, seconded, and carried unanimously, that the Board accept the recommendation of the Dena Epstein Award Committee, for the 1998 Epstein Award. It was noted that the AMS Newsletter recently listed the award, but did not include MLA's name. Bennett might want to follow up on this. Nevertheless, the award has gained recognition quickly, which is good for MLA.

2. Kevin Freeman Travel Grant.

The Board reviewed the report submitted by Judy Tsou, Chair. It was moved by Jane Gottlieb, seconded, and carried with eight "yes" votes, zero "no" votes, and one abstention, that the Board accept the recommendation of the Kevin Freeman Travel Grant Committee for the 1998 awards.

3. Walter Gerboth Award.

The Board reviewed the report submitted by David Lasocki, Chair. It was moved by Michael Colby, seconded, and carried with eight "yes" votes, zero "no" votes, and one abstention, that the Board accept the recommendation of the Walter Gerboth Award Committee for the 1998 award. It was noted that more publication of research results from this award should be encouraged. The letter to the recipients will mention this, and also request acknowledgment of this award in any resulting publications.

4. Publication Awards.

The Board reviewed the report submitted by Jean Morrow, Chair. It was moved by Calvin Elliker, seconded, and carried unanimously, that the Board accept the recommendation of the Publications Awards Committee, for 1998 Vincent H. Duckles, Eva Judd O'Meara, and Richard S. Hill Awards. Low representation of librarians and music librarianship in these awards has been lamented at times, but the Board affirmed that the quality of the work should be the primary consideration.

G. Bibliographic Control Committee.

The Board reviewed the report submitted by Linda Barnhart, Chair, and also the reports of the subcommittee chairs: Matthew Wise (Descriptive Cataloging), Karen Little (MARC Formats), Harriette Hemmasi (Subject Access), and Mark Scharff (Authorities).

1. Subcommittee on Descriptive Cataloging.

Matthew Wise, Chair, has requested Board approval for the Subcommittee to co-sponsor a training session with MOUG on the formatted contents note, to take place during the MOUG meeting in Boston. The Board supports this co-sponsorship.

Barnhart and the subcommittee chairs were thanked for keeping the Board well informed.

XII. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Paula Matthews, liaison to ALA. Her report mentioned the possibility of blocks of rooms being reserved for MLA members attending ALA meetings. The Board encouraged Matthews to proceed with this if she is willing to coordinate it. The Affiliates board at ALA provides a good form of outreach, but is not an adequate substitute for a separate MLA table. Michael Colby was thanked for making a brief pitch for MLA at the session co-sponsored with the International Relations Roundtable during the June ALA meeting.

Matthews continues to amaze the Board with her energy for working on behalf of MLA in the ALA realm.

XIII. Roundtables. No business.

XIV. Old Business. No old business.

XV. New Business.

A. 2001 Meeting Invitation.

It was moved by Mimi Tashiro, seconded, and carried with eight "yes" votes, zero "no" votes, and one abstention, that the Board accept the invitation to hold the 2001 meeting in New York City, pending satisfactory hotel arrangements. While Susan Hitchens was in town to attend the Board meeting, she took the opportunity to make initial contact with several hotels; she will ask for specific proposals from three of them. The room rates will likely be higher than for some meetings, but this may be balanced by comparatively convenient and inexpensive travel for many members.

B. Digital Futures Coalition.

The Legislation Committee has recommended that MLA join the Digital Futures Coalition, a lobbying organization concerned with finding a balance in law and public policy between protecting intellectual property and affording public access to it. It was moved by Marjorie Hassen, seconded, and carried unanimously, that the Board recommends that MLA join the Digital Futures Coalition. Current members include a number of library organizations. It is important that MLA become a part of this effort, and thus increase its visibility in this arena. There are no dues to join, but the organization asks for donations, which tend to range from a few hundred to a few thousand dollars. There might also be costs involved if the Legislation Committee decides to send a representative to DFC meetings. This will need to be budgeted in the future.

C. Publication Permission.

The Board reviewed a letter recently received from researcher Laurette Goldberg, asking how she should best acknowledge her debt to Whaples' Bach Aria Index, published as Index Series no. 11 by MLA in 1971. [See also section V.E.6., above.] It was agreed that she should be encouraged to acknowledge both the author and MLA as publisher. Zager suggested that the form of this acknowledgment be specified. Walker will draft the appropriate response.

XVI. Adjournment.

Following the expressions of abundant thanks to Jane Gottlieb and the Juilliard School for hosting the meeting, it was moved by Daniel Zager, seconded, and carried unanimously that the meeting be adjourned at 10:35 am, Sunday, September 28, 1997.

Submitted by Laura M. Snyder, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Endorsed the National Humanities Alliance Basic Principles for Managing Intellectual Property in the Digital Environment. (VII.E.1.)
2. When timely action is required for MLA to endorse statements on issues, the President will circulate information to Board members via MLABD-L, and send the endorsement if there is agreement. The matter will then be brought to the next Board meeting for ratification. (VII.E.3.)
3. Affirmed policy that official Board business is not to be conducted via e-mail. (VII.E.3.)
4. MLA to join the Digital Futures Coalition. (XV.B.)