

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
Boston, Massachusetts, February 10-15, 1998

Tuesday, February 10: 2:05-6:30 pm; Wednesday, February 11: 8:55 am-5:30 pm; Friday, February 13: 9:30-10:00 pm; Sunday, February 15: 8:30-11:30 am.

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

Incoming Board Members: Roberta Chodacki, Robert Curtis, Bonnie Jo Dopp, Paula Matthews, Ned Quist.

Guests: David Farneth (VIII.A., XI.A., XI.C.), Richard Griscom (VIII.D.), Sherry Vellucci (VIII.E.), Susan Dearborn (IX.A.), Susan Hitchens (IX.B), Beth Rebman (IX.C.), Laura Dankner (X.A.), Lois Kuyper-Rushing (X.B., X.E.1.), Phil Vandermeer (X.E.1.), Kathy Glennan (X.E.2.), Susan Sommer (X.F.), David Lesniaski (XI.D.1.), Lenore Coral (XI.F., XIV.B.).

I. Approval of the Agenda.

The agenda was approved with the correction of heading XI.D.1. to Working Group on Surveying Music Library Personnel Characteristics. Section XIV.C. Organizational Liaison Committee was added later.

II. Recording Secretary's Report. Laura Snyder.

It was moved by Calvin Elliker, seconded, and carried unanimously, that the minutes of the September 1997 meeting be approved as submitted. Snyder distributed copies of the revised Index to Board Policies, updated to include policies made in 1997. **Motion**

III. Parliamentarian's Report. Marjorie Hassen.

Hassen distributed replacement pages for the Administrative Handbook, reflecting corrections made since the September 1997 meeting, and was applauded for her excellent work on this document. Assistant Parliamentarian Dan Zager reported on his recent updating of the Activities Roster.

IV. Treasurer's Report. James Cassaro.

The 1997/98 Second Quarter Reports were distributed by mail, and included the following sections: Balance Sheet; Operating Budget; Supplemental Income; Awards Account; Investment Accounts; Endowment Accounts Accumulated Principal; Mutual Funds Activity, and Publications Budget.

The following FY1997/98 Third-Quarter-To-Date Reports were distributed at this meeting: Operating Budget; Supplemental Income; Publications Budget. These reports

show activity up to February 1, 1998. Additional income and expenditures for the third quarter are reported below.

A. Overview: Balance Sheet, Mid-year.

The 97/98 FY budget is performing adequately in comparison to other fiscal year budgets at this time of year. Financial gain in assets at this point last year was \$112,856.36, as opposed to \$87,320.69 this year. This lower figure is due mainly to the variables in MLA's investment accounts where dividend income sharply plummeted in response to the instability in Asian markets during the 2nd quarter. Within the Operating Budget, Dues income is lower than last year (73.31% as opposed to 88.84% last year), Sales are up (57.15% compared to 51.68%, due in part to the ALA royalties on sales of A Basic Music Library which have exceeded expectations), Meetings and Placement Service are both lower. There has been a little income in the Other Income category (\$110.00), due to T-shirt sales. The MLA Shop, with diverse items for sale (post-it notes, mouse pads) will increase this amount. Overall, Expenditures are higher this year than last in all categories except for Publications and Miscellaneous. Supplemental income is higher than last fiscal year at this point, due no doubt to the additional anonymous donation of \$5,500.00 to be used to match other donations to MLA endowed funds.

B. Operating Budget (Second Quarter)

1. Overages.

There was one overage in the second quarter in line 11.0, Miscellaneous Expenditures in the amount of \$137.50.

2. Miscellaneous Lines (Second Quarter)

In expenditures Line 11.02, Miscellaneous Charges, \$182.50 includes a bank charge for printing of checks (\$50.50); \$112.00 in set-up charges for Mastercard and Visa; and a \$20.00 collection fee on an international bank draft.

3. Overview.

a. Income: 56.77% (FY96/97 at 68.04%)

(1) Dues: at 73.31%; much lower than 96/97 which was at 88.84%.

(2) Sales: at 57.15% overall (96/97 at 51.68%; 95/96 at 48.61%)

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

(b) Sales of MCB Index is non-existent; sale of MCDs have gone over anticipated income.

(c) Royalties. \$6,083.76 was received in the second quarter; all for sales of Basic Music Library; this figure, which covers sales from July to December 1997, includes a deduction of \$2,000.00 in advance royalties that were paid to authors.

(d) Publications surplus.

This figure is \$6,588.60 to date. Income on monographic series sales has been steady, and expenditures minimal, primarily in advertising of new publications.

(e) Other sales.

Income from the Notes Index, Harvard Symposium papers, and the Membership Handbook are strong, and may reach anticipated income by the end of the

fiscal year. Mailing list income is lower than last year: \$3,787.95 (29.14%) this year; \$9,881.57 (76.01%) last year.

(3) Meetings: 33.88% of budget.

Last year's 2nd quarter figure was at 62.19%, due to earlier receipt of registration fees. Registration income reflects approximately 61 regular attendees and 4 student attendees as of 12/31/96; all local contributions have been received. No pre-conference registration was received in the second quarter.

b. Expenditures.

Expenditures were 44.24% overall, on par with fiscal year 96/97 at 43.96%. Management Services: at 53.88%; higher than last year (44.67%).

(1) Program Expenses: 50.30% of budget.

This is on par with last year (51.59%); most expenditures were due to MLA/AMS Joint Committee on RISM (subsidy of \$2,500), RILM Office subsidy (\$6,200) and BCC travel. Very little has been expended out of the Committee Projects lines to date.

(2) Other Member Services : 43.21% of budget. This is a little higher than this time last year (40.99%).

(3) Publications: 59.35% of budget.

This is lower than last year (64.12%). Inventory management fees will virtually cease with the move to Scarecrow and A-R (Notes). There was nothing unusual in MCB expenditures, except that the 5 year cumulative index has not yet appeared. Notes is at 70.04% of budget (lower than last year at this time: 72.14%); the most recent bill paid out on Jan. 6, 1998 was the final bill for the Dec. 1997 issue, for \$6,593.50.

(4) Meetings.

Expenditures have been minimal as is usual for this point in the budget year, reflecting deposits for tour buses and internet connections for the exhibits area.

C. Third Quarter-to-Date Figures.

There has been little change to the operating budget figures for the first month of the 3rd quarter. A little more dues, sales and convention income has come in, while normal expenditures for the period have been paid out. In addition, since Feb. 1, 1998 there has been \$7,900.00 in convention income, and expenditures have been \$1,142.15, including expenditures for the MLA Shop and Bibliographic Control Committee travel.

1. Overages.

\$3.21 in line 8.04, ALA, due to travel.

2. Income.

Income in the 3rd quarter report is primarily related to the convention. It is not yet known how much the bank transaction charges will skim off of these figures. The January 1998 USTrust bank statement shows a debit of \$125.28 on \$3,120.00 worth of credit card charges, or about 4%. For this fiscal year, these charges will continue to be booked in line 11.02, with overages reported to the Board. Next year these charges will be built into the budget.

3. Expenditures.

Additional convention expenditures include a \$1,425.00 deposit for banquet and local arrangements entertainment, and \$606.50 for walking tour of Boston maps for registration packets.

D. Supplemental Income, Second and Third Quarters.

Other than receipts from the recent challenge grant, modest contributions were made to the various funds in the second quarter, including \$50.00 to Duckles, \$100.00 to Freeman, and \$100.00 to the General Endowment Fund. In the third quarter there was a \$1,000.00 donation from the Wicker Family, bringing the total given since the establishment of this fund to \$7,100.00.

E. Awards Account.

The value of the account at end of the second quarter was \$117,129.92, compared to \$100,644.35 last year. Dividends, including short and long term capital gains, amounted to \$6,511.77 (compared to \$7,625.79 in fiscal year 1996/97) at the end of the quarter. The total to date of \$7,810.38 is more than enough to cover the awards this year. The Epstein, Freeman and part of the Gerboth awards were paid out in the 2nd quarter; the remaining \$400.00 for the Gerboth Award was paid out in the 3rd quarter. The rest of the awards will be paid out at this meeting.

F. Accumulated Endowments Principal.

This account totals \$92,259.98 at end of the second quarter, compared to 87,564.98 at this point in fiscal year 1996/97. This is an increase of \$4,010.00 from the beginning of fiscal year 1997/98, compared to \$6,080.00 in the previous fiscal year.

G. Investment Accounts.

Most of MLA's funds show a decrease in Net Added Value from the end of the first quarter, with the exception of the Parnassus Income Fund. On February 3, 1998, the following additional investments, recommended by the Investments Subcommittee, were made into the various fund accounts: \$11,925.00 into FCAS/General Endowment Fund (this includes all fiscal year 96/97 and 1st quarter fiscal year 97/98 donations to the fund), \$1,015.00 into FCAS/Awards (fiscal year 96/97 awards donations minus the amount of money used to pay the awards) and \$105.00 into Parnassus Income Fund/General Endowment Fund (FY96/97 and 1st quarter FY97/98 donations that were designated socially responsible). There has been no notification yet as to how many additional shares these deposits purchased.

H. Mutual Funds Activity Report.

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

I. Other Activities and Business.

IRS 1099-MISC forms (and corresponding 1096 Form to IRS) were mailed on 27 January to 17 recipients of honoraria or wage payments for services that totaled \$600 or more for calendar year 1997. The report to authorized budget expenders will go out after the annual meeting. The MLA Group Tax Exemption report to the IRS was completed before the meeting. Cassaro has been cleaning out Treasurer files and sending them to the MLA Archives, and will begin Treasurer transition activities after the close of the meeting.

Cassaro was thanked for his excellent report, and for keeping the budget comparatively "serene."

V. Executive Secretary's Report. Bonna Boettcher.

A. Election.

In November, ballots were mailed to the membership to elect a new Vice-President/President-Elect, a new Recording Secretary, and three new Members-at-Large. 881 ballots were mailed; 421 were returned, resulting in a return rate of 47.8%. 421 ballots were also returned in 1996, but the return rate was 49.7%. 10 ballots either were postmarked after the 12 December deadline, or were received well after the deadline with illegible postmarks. No spoiled ballots were received. Boettcher noted that the election was extremely close.

The new Board members have each been sent copies of the 1997-98 Calendar, the Administrative Handbook, and an outdated Administrative Structure. She thanked Patricia Falk, of BGSU, for once again counting and verifying the ballots.

B. Membership.

1. New members.

Since the September meeting, Boettcher has processed 16 new individual members, 12 new student members, 1 new institutional member, and 5 returning members. All new members are sent a copy of the membership handbook, a welcome letter, and information about their regional chapter. Names and addresses of new members are sent to the Vice President/Past President, who notifies chapter chairs of potential new members. Since the 1998 Membership Handbook may not appear any earlier than the 1997 Handbook, she will continue to send 1997 editions to new members through mid-May.

2. Growth Report.

Boettcher distributed copies of the annual MLA Growth Comparison. Paid, unpaid, and total figures are shown for each year back to 1992.

a. Memberships.

Individual members stand at 820, down from last year's 858. Student members stand at 94, down from last year's 103. Retired members are at 153, up from last year's 146. Associate members have remained constant at 3. Sustaining members are at 8, up from last year's 5. Life members are constant at 3. Honorary members still are at 20. All personal members total 1098, down from last year's 1138, a decline of 3.5%.

Institutional members are at 631, down 3.7% from last year's 655. Corporate patrons, whose membership fees are \$500, total 8; two corporate members have been added, at fees of \$300.

Total membership is at 1,743, down 3.5% from last year's 1,806.

b. Subscriberships.

Individual subscribers to Notes are at 42, a decrease of 1 since last year, while institutional subscriberships have increased from 614 to 622, an increase of 1.2%. Overall, subscriberships have increased by 1%, up to 664 from 657.

c. Totals.

Overall memberships and subscriberships as of 31 January are at 2,453, compared to January 1997's 2,509, a decrease of 2.2%.

C. Publications.

Boettcher distributed copies of the Publications report, covering the period 1 July 1997 through 31 January 1998.

1. Index and Bibliography Series.

No new titles have been published in this series. The bulk of sales have come from the Elliot volume, with total series' sales of 52 units, resulting in billings of \$529.50.

2. Technical Reports Series.

No new titles have been published in this series, either. The Ashley volume is responsible for most of the sales, with total series' sales of 70 units, and billings of \$1,395.20.

3. Other.

Among the other publications, 2 copies of Music Librarianship in America have been sold. 9 copies of the Notes index were sold; before the stock was transferred to Scarecrow 530 copies were discarded, resulting in a final stock of 500 copies.

Total billings so far this year are \$2,513.70.

4. MCB Subscriberships.

MCB subscriberships are down from last January's 708, to 685.

5. Inventory.

Boettcher requested that Jim Henderson have Haddon remove volume 51 of Notes from inventory before shipping the volumes to A-R Editions; this is standard practice.

6. ALA Store.

No MLA titles were exhibited at the ALA Store in New Orleans. Paula Matthews had problems trying to coordinate the efforts of the MLA Business Office with those of the ALA Store. In addition, per the contract, Scarecrow is to receive 50% of sales from the MLA backlist. Since ALA also takes a cut of Store sales, future participation in the Store will need to be discussed with Scarecrow.

7. Directory of Library School Offerings in Music Librarianship, 6th ed.

Since the September meeting, Boettcher has sold three copies of this publication. An inventory of 20 copies remains.

8. Membership Handbook.

Since the September meeting, one copy of the Membership Handbook has been sold. 35 copies were forwarded to Boston for distribution to the volunteer liaisons.

The 1998 Handbook is slowly underway. Boettcher completed the first round of proofing and returned corrections to Jim Henderson on 15 January. Preliminary matter, including an explanation of the various specialties indicated by members in response to the questionnaire, was sent to Henderson on 26 January.

9. Brochures.

Since the last meeting, Boettcher has filled eleven requests for brochures, mailing out 169 red (MLA) brochures and 155 green (music librarianship) brochures. The largest mailing was to Beth Rebman, who had been invited to participate in a panel at AMS and wanted brochures to hand out. 150 copies of each were also shipped to Boston for the volunteer liaisons' packets.

10. Fact Sheet.

Boettcher distributed copies of a new MLA fact sheet, an idea of the Organizational Liaison task force. It is intended to present an accurate summary of MLA highlights. Suggestions and comments are welcome.

11. Inventory Transfer.

The transfer of inventory from Haddon/Donnelley to Scarecrow and A-R has finally been completed, not without numerous complications. Donnelley did not ship

publications until more than 3 weeks after Jim Henderson instructed them to do so. It's probably a blessing that no new publications were planned for this fall. Scarecrow's warehouse staff are still inventorying our publications, so Scarecrow will not be exhibiting any at this meeting. They have, however, prepared an attractive flyer to advertise the Ashley volume. Leslie Bennett planned to have extra copies to sell at MLA's table, but UPS saw fit to ship them to California instead of Boston.

D. Contributions.

Since the September meeting, Boettcher has acknowledged seven contributions. She acknowledges all contributions under \$100, while Walker acknowledges all contributions of \$100 or more. Total contributions for calendar 1997 including sustaining memberships, are:

3 patrons	\$3,000.00
8 sustaining members	\$1,120.00
23 unrestricted contributions, 2 at the patron level	\$2,000.77
20 to Duckles	\$ 925.00
16 to Epstein, 1 at the patron level	\$4,540.00
21 to Freeman	\$ 585.00
20 to Gerboth	\$ 565.00
44 to the General Endowment, 4 at the patron level	\$3,305.00
Total	\$16,040.77

E. Convention Mailing.

After organizing others' submissions and finishing the cover letter, all materials were sent to Jim Henderson on 21 October. Many thanks are due to all who assisted, including Laura Gayle Green, Michael Rogan and company, Laurie Sampsel, Susan Hitchens, and Beth Rebman.

F. Convention Program.

This year's convention program went together amazingly well. Susan Hitchens was hearing from exhibitors and advertisers up to the last minute, but we had no major glitches. This year's program is a sizeable 64 pages. Laura Gayle Green received more information from those participating than usual, and Susan Hitchens rounded up a large number of exhibitors and advertisers.

G. Other.

1. Letterhead.

The final proof was approved on 2 February and 1,000 sheets are in production.

2. New Administrative Structure.

Boettcher distributed copies of the latest version, to take effect at the end of the 1998 business meeting. Board members were encouraged to report errors to her. A corrected and updated copy will be sent to Kathy Canfield, the web page designer, soon after the meeting.

3. Mailing Lists.

MLA exchanged mailing lists with ARSC, per the agreement at the Ann Arbor Board meeting. Lynne Jaffe, chair of the Membership Committee, will discuss

possibilities with that committee. A gratis set of labels was also provided to the Music Publishers Association for a mailing.

4. Other.

Boettcher still receives a variety of inquiries. ALA appears, finally, to have changed to her address for all of their mailings.

Boettcher was thanked profusely for her diligent work and excellent report.

VI. Past President's Report. Jane Gottlieb.

A. Transfer.

Gottlieb has prepared two boxes of materials to send to Paula Matthews.

B. Chapter Liaison.

Gottlieb reported on her visits to chapter meetings in the fall. She received a warm welcome from the Texas Chapter, and was allotted an hour during their meeting for discussion of Plan 2001. She also spent time at the Library School there, and met with 7 people who were interested in music librarianship as a career. She noted that there is some interest in planning a future annual meeting in Texas. She also attended the New York/Ontario Chapter meeting, where Plan 2001 and ideas for chapter revitalization were on the agenda. Visits to chapter meetings are well worth the investment, and Gottlieb encourages the continuation of these visits.

Gottlieb noted that 8 of the 12 chapters now have web sites, which can be very helpful for obtaining current information on a chapter. It was also noted that chapter chairs are supposed to be MLA members, but not all currently are.

Gottlieb concluded by briefly outlining the agenda for the annual Chapter Chairs' breakfast, and noted that chapter grant applications will be due to the Vice President/President Elect by April 16.

Tremendous appreciation was expressed to Gottlieb for her various efforts during the past four years, including her diligent attention to chapters.

VII. President's Report. Diane Parr Walker.

A. New Board members.

Walker welcomed the newly elected Board members: Paula Matthews (Vice President/President Elect), Roberta Chodacki (Recording Secretary), Robert Curtis (Assistant Parliamentarian), Bonnie Jo Dopp (Assistant report gatherer and Roundtable coordinator), and Ned Quist (Assistant Fiscal Officer).

B. Administrative Structure changes.

Lynne Jaffe will be stepping down as chair of the Membership Committee. The Nominating Committee, Program chair and Local Arrangements Committee for the 2000 meeting, and additional members to the awards committees will be appointed soon after the Boston meeting. Several other pending changes and vacancies were noted as well.

C. Roundtable renewals.

Walker noted that four are up for renewal this year: Jazz and Popular Music, Social Responsibilities, Video, and Women in Music. Renewals require six letters of support to be sent to the President by May 15.

D. Awards.

Award notices have been sent to the recipients of the Epstein, Freeman, and Gerboth awards. They will be announced at the Business meeting. Letters to recipients

of the publication awards will be sent out immediately following the meeting. Walker read the text of the Special Achievement award, drafted by Jane Gottlieb, and the MLA Citation, prepared by the Nominating Committee.

E. Fund raising.

Walker announced that another generous anonymous challenge grant in the amount of \$5,500 has been offered, to match gifts to any of MLA's endowed funds. This will extend from the beginning of the Boston meeting to the end of the Los Angeles meeting.

The Boston Local Arrangements Committee has been actively raising funds for this meeting, in excess of \$9,000, plus several donations of services in kind. Walker has sent letters of acknowledgment and thanks to all donors of whom the Local Arrangements Committee has notified her to date.

F. Contracts.

Walker signed an agreement with Chadwick-Healey to allow the text of Notes to be used in electronic form in the International Index to Music Periodicals. Past contracts of this sort have only included the articles and reviews, but Chadwick-Healey asked after the signing of the contract if they might include the entire issue. (See VIII.D., below.)

A multi-part contract was signed with A-R, to include production of Notes, storage and fulfillment of back issues of Notes, and production of the Membership Handbook on a year-to-year basis.

The contract with Academic Services is to expire June 30. Boettcher, Cassaro, Walker, and Jim Henderson are working on a one-year contract, which will expand to include some new tasks as suggested by the report of the Ad Hoc Committee on Administrative Services.

G. Corporate memberships.

Letters were recently sent to a few companies inviting membership at the corporate level.

H. MLA Web Site.

Kathy Canfield, a professional designer, has been working with David Gilbert from the committee. Completion of the initial site is projected in about 6 weeks.

I. Lapsed members.

Walker reported that the lapsed member letter campaign of last summer has now yielded a 10% return rate.

J. MLA/MPA/MOLA.

Walker attended a recent meeting. MPA is sending out a newsletter, and has a new edition of the Sales Agency List coming out soon.

VIII. Editors.

A. Index and Bibliography Series.

The Board met with David Farneth, and reviewed his report. The series may be suffering from the impact of new media. Print sources are no longer as attractive. Farneth is looking for more timeless topics to publish in the series. Several proposals are now in the discussion stage. MLA may soon need to consider whether to venture into non-print publications. The Publications Committee is starting to discuss electronic publications.

Farneth also noted that the Hill & Stephens Denkm.,ler-Gesamtausgaben project is currently off of MLA's plate. Chadwyck-Healey is now looking at electronic distribution.

MLA involvement may be needed, however, to finish the index and keep the database current.

Farneth was thanked for his report.

B. MCB.

The Board reviewed the report submitted by Philip Schreur. It was noted that having MCB available on a web site is an important option to consider. A working group of the Publications Committee will be looking at the broader issue of electronic publications in general, which will include MCB. There are fiscal considerations involved, since subscriptions bring income into the operating budget. Electronic publications need not be given away, however. It was also noted that smaller libraries may not be ready to give up the paper version yet.

Schreur was thanked for continuing his excellent work on this publication.

C. Newsletter.

The Board reviewed the report submitted by Linda Hartig, and thanked her for her continuing good work.

D. Notes.

The Board met with Richard Griscom. In his report he noted that the elimination of the "Index to CD Reviews" has reduced the page count significantly. Several staff changes have taken place recently. Jack Knapp and Paula Hickner are stepping down as assistant editors, after assisting Griscom with his first issues. Taking their places will be Amanda Maple and Mark McKnight, as of the June issue. David Hunter has stepped down as book review editor; that post is now taken by Eunice Schroeder. Mimi Tashiro will be succeeded by Nathan Eakin as Obituary Index editor, and Karen Little will replace Suzanne Eggleston as the New Periodicals column editor. Jim Cassaro is stepping down as editor of video reviews. Griscom is considering the future of this column. Articles have been commissioned through the September 1998 issue. The future of the web version of the Obituary Index also needs to be determined. This is a very useful resource; there needs to be agreement on jurisdiction over the data.

In the process of recent contract negotiations, Chadwyck-Healey was granted permission to provide full text electronic access to the articles and reviews in Notes for IIMP. They would like to include the entire issue, however. Making the entire publication available electronically might result in further loss of subscribers; it is not yet clear whether the royalties from electronic availability would offset this potential loss of revenue. It was pointed out, however, that aside from the index to CD reviews which has now been dropped, the other lists do not amount to a substantial portion of the journal. Their availability electronically is not likely to drive the abandonment of paper subscriptions. It was moved by Jane Gottlieb, seconded, and carried unanimously, that the Board authorize the Subcommittee on Reproduction of MLA Publications to revise the contract template to allow electronic access to entire Notes issues excluding advertising. Back issues which include the Index to CD Reviews should not be included in this, since there are plans to publish a cumulation. This will need to be clarified with Chadwyck-Healey. Other companies currently offering electronic access to Notes should also be contacted and offered the same expanded coverage.

Motion

Griscom also raised the possibility of making the Table of Contents of Notes available in a web version. This should be included in the Publications Committee's general discussion of electronic publications.

Griscom was thanked for his report, and congratulated on a very successful first issue.

E. Technical Reports Series.

The Board reviewed the report submitted by Sherry Vellucci, and met with her. Maple & Morrow's Guide to Writing Collection Development Policies for Music is proceeding on schedule. It may be ready to go to Scarecrow in late spring, and be published by the end of 1998. BCC has now approved the content of the Sheet music cataloging guidelines, but it will require a considerable amount of editing and formatting. It will probably be published in 8 « x 11 format to accommodate reproductions of sheet music covers. Vellucci suggested that a future workshop on sheet music cataloging would tie in nicely with this publication, perhaps at the 2000 meeting. In other possible publication projects, the Reference Survey is moving into Phase II, and a publication might be possible after that phase is completed.

Vellucci was thanked for her excellent work.

IX. Special Officers.

A. Advertising Manager.

The Board met with Susan Dearborn. She reported that so far there have been no complaints on the recent increase in Notes advertising rates, the first such increase in 10 years. Current rates are now in the range of other similar journals, and revenues are on target for this year. Dearborn will be visiting vendors during the Boston meeting, and is working on increasing advertising in the MLA Membership Handbook. A previous proposal to include advertising in the Newsletter has not been carried forward. There is concern that this might cut into ad revenues for Notes, and might be more trouble than it's worth. Ads on the web are a possibility, but the ramifications would need to be considered carefully, and issues discussed with current advertisers.

Dearborn briefly discussed exchange ads and noted that it is difficult to control when these ads will run, and whether a current version of MLA's ad copy will be used. The possibility was also raised of running ads for MLA membership in other journals. This has not been done in the past, and should be discussed with the Organizational Liaison and Membership committees.

Dearborn was thanked for her report and her excellent work.

B. Convention Manager.

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

1. Boston meeting.

As of the day before the meeting, everything was going smoothly. This meeting attracted a record number of exhibitors, probably due to the location and good contacts. 84 exhibit tables were planned, including the MLA tables and several exchange exhibits. Hitchens reported that the Local Arrangements Committee has been terrific, and cited especially the work of Darwin Scott on registration. His plan to send advance lists out on MLA-L resulted in many problems being solved before the meeting.

2. New York meeting.

Hitchens provided an updated report on hotels, and discussed with the Board their concerns about the high cost of hotel rooms for this meeting. It is hoped that relatively inexpensive travel costs will offset these expenses for many participants. The Grand Hyatt in particular also offers the possibility of inexpensive eating close by. The

Local Arrangements Committee for this meeting should also be able to raise funds that might help to keep registration costs down. A large number of exhibitors is expected in this location. It was moved by Dan Zager, seconded, and carried with seven yes votes and one abstention, that the Board recommend the Grand Hyatt New York as the location for the 2001 meeting, and authorize the Convention Manager to proceed with negotiations for that meeting. Concern was expressed about the Hyatt's proposed 90% room block requirement for free meeting space; Hitchens will try to negotiate this figure down.

Motion

3. Exchange policies.

A letter from Robby Gunstream, Executive Director of the College Music Society, was also discussed. They would like to have more flexibility in their exchange agreement with MLA. They would prefer advertising space in the convention program rather than exhibit space. This will be investigated.

Hitchens was thanked for her report and her excellent work.

C. Placement Officer.

The Board met with Beth Rebman, and reviewed her report. Rebman noted that subscriptions to the Job List are down by about 56 from last year. It is currently being made available electronically via the MLA Clearinghouse and will also be on the MLA web site when it is complete. The Job List should be made very obvious on the web site, and that medium provides some good options for doing something nicer with it. There are also possibilities for archiving older lists there; the retrospective information might be useful. This publication is more important for the mission it fulfills rather than the revenue it generates. It was agreed that the paper version should be kept as long as there seems to be a need for it.

Rebman also outlined her plans for the Boston meeting, and was thanked for her excellent work.

D. Publicity Officer.

The Board met with Leslie Bennett.

1. Advertising.

Ads for Elliot's FAMS/Pro Musica Quarterly index have been placed in Musical Quarterly, Music & Letters, and JAMS. Brochures were also included in the AMS meeting packets. Ads for the Ashley volume on cataloging of music videos have been placed in Small Media Libraries Quarterly and Public Libraries. It was not known whether it has yet been reviewed in the OLAC Newsletter. A Basic Music Library was displayed at AMS and ALA mid-winter, and recently received a very positive Choice review.

2. Scarecrow Press transition.

Bennett reported that she has sent copies of old ads to Shirley Lambert at Scarecrow. MLA publication lists will now need to be revamped to reflect the fact that some of the publications are now offered through Scarecrow. Logistics of displays at conventions will also need to be worked out. MLA can include its publications in displays even when Scarecrow is also exhibiting at the same event. Several other issues will be discussed with Shirley Lambert during the Boston meeting.

3. Exhibits.

Exhibits this year included AMS, ALA summer and mid-winter, and MLA. Some materials were also sent to other meetings including SEM, ARSC, and Sonneck

Society. Bennett has encountered difficulty finding enough people to staff exhibit tables at meetings. The ALA mid-winter exhibit was especially successful this year, thanks to an excellent location. Receptions for MLA people at ALA seem to serve an important outreach and communication function.

4. Chapter concerns.

The question was raised as to whether MLA should advertise chapter publications more widely. This needs to be discussed further.

5. Publicity.

Bennett has worked on her list of announcement recipients and is currently working on press releases for awards and new Board members. Her attempt to have the Boston meeting listed on various web sites was mostly successful. She noted that streamlining of the publicity approval process has helped; she also feels the need for more connection with the Membership Committee. When the web site is public, she will also need to know the mechanism for updating information there.

Bennett noted that this will be her last year in this position. She was thanked for all of her efforts in publicity and exhibit management.

X. Standing Committees.

A. Development.

The Board met with Laura Dankner, Chair. The committee is currently working on several fronts.

1. Planned giving.

A presentation by a guest speaker from Merrill Lynch is planned during the Boston meeting.

2. External fund raising.

Jane Gottlieb and Pauline Bayne will be investigating the question of whether to hire an outside consultant. Dankner recently attended an informative meeting during ALA on principles of fund raising.

3. Corporate Membership program.

Joe Boonin and Jane Gottlieb continue to work on this very successful program. There are many exhibitors at the Boston meeting, and Dankner plans to welcome them all personally. A fact sheet for corporate patrons/members is also in preparation.

4. Brochures.

Dankner has spent a lot of time on these, and expressed her gratitude to Gerry Ostrove, Jim Cassaro and Bonna Boettcher for their efforts as well. Gordon Rowley will be working on a new edition of the "giving" brochure.

5. MLA Shop.

The Board reviewed the report submitted by Sarah Dorsey, chair of the Marketing Subcommittee, concerning production costs and sales price for MLA mouse pads. Dorsey was commended for a great job as chair of this subcommittee. Dankner modeled the Boston T-Shirt for the Board. Donations will also be taken at the Shop tables. Dankner would like to increase membership participation in donations. Walker will announce the new challenge grant at the opening plenary session. Dorsey was commended for the great job she is doing as chair of this subcommittee.

6. Sustaining Members

Gottlieb and Walker have already been working on a possible campaign to increase participation. It is not entirely clear whether this should be part of the Development or Membership committee responsibilities.

7. Silent Auction.

This is on hiatus this year; the committee is looking at a possible variation on this for future meetings, such as auction of local services during a meeting. This would require the cooperation of the local arrangements committee. The silent auction has had some notable benefits, but is also a tremendous amount of work.

8. Web site implications.

Development opportunities should be worked into the MLA web site. Some effort should also be made to create some visual connections among the various brochures, advertisements and other printed documents and the web site.

Dankner was thanked for her report and her excellent work with this committee so far.

B. Education.

The Board reviewed the report submitted by Lois Kuyper-Rushing, and met with her.

1. Chapter liaison.

One member of the committee will be assigned to act as liaison to chapters, to encourage educational outreach at the regional level. Coordination and communication will be very important to this effort. It was suggested that poster sessions might work well at the chapter level. Continuing education "road show" workshops could also be developed.

2. Poster sessions.

It was moved by Deborah Campana, seconded, and carried unanimously, that **Motion** the Board approve the offering of poster sessions on a regular basis at annual meetings, at the discretion of the Education Committee, and in consultation with the Program Committee. It was agreed that the detailed listing of poster sessions in the program is a good idea, even though it takes a lot of program space.

3. Credit for workshops.

Kuyper-Rushing raised the question of whether MLA should offer Continuing Education Units for its workshops. Chodacki reported from past investigations that this is an involved process, and is almost impossible without a connection to a particular higher education institution. The Library School Liaison Committee might be able to help with this. The workshops would need to be programs that are connected to and recognized by library schools.

4. Library school directory.

Ray White is stepping down from this project. Tim Cherubini will be working on the 7th edition, due out in late 1998.

5. Workshop registrations.

Cassaro noted that workshop registration checks should be sent to the Treasurer with a registration list, which would simplify things for the Treasurer.

Kuyper-Rushing was thanked for her report.

C. Finance Committee.

1. Overages.

The Board unanimously approved the recommendation of the Finance **Motion**

Committee, that the following overages in the fiscal year 1997/98 budget be approved: line 8.04, ALA, in the amount of \$3.21; and line 11.0, Miscellaneous, in the amount of \$137.50.

2. Membership Handbook sales.

The Board unanimously approved the recommendation of the Finance Committee, that the price of the membership handbook to non-members be raised to \$25.00 for fiscal year 1998/99. It is hoped that this will cut down on some unauthorized use of the handbook in lieu of purchase of mailing labels.

Motion

3. Other concerns.

The Finance Committee would like to increase honoraria, but cash-flow problems also need to be looked at carefully. The committee is not recommending an increase in either dues or honoraria for the next fiscal year. MLA is not currently maintaining the \$40,000 budget reserve that was recommended a few years ago. The committee discussed various options in case of cash-flow problems at the end of the fiscal year. There are many unknown variables that make the situation difficult to predict.

4. Investment Subcommittee.

The Board reviewed the report submitted by Robert Curtis, chair, and discussed it with him during the meeting. Curtis distributed copies of an investment projection chart that had been discussed at the Kansas City meeting. At that meeting, the Board passed a resolution that funds not be taken from the General Endowment until 2000. It was noted that MLA investments are currently very close to the projected growth schedule. Curtis noted that since the move to FCAS, investment performance has not been as high as they had hoped; FCAS' approach has been fairly conservative.

Curtis was thanked for his report.

D. Membership.

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

1. Sustaining memberships.

More members need to be encouraged to upgrade to this level. A targeted mailing list should be developed. Gottlieb would be happy to work on this.

2. Relations with Public Libraries Committee.

The Public Libraries Committee and the Membership Committee need to work together more closely. An official liaison connection between the two committees would be beneficial.

3. Recruitment of new members.

In connection with the plan to use a mailing list of ARSC members for recruitment, it was suggested that this might be done with some other organizations as well. The Organizational Liaison Committee might be able to help with this. That committee should be seen as an integral part of recruitment efforts.

4. This committee will also want to stay in touch with the Ad Hoc Chapter Committee.

Jaffe was thanked for her report.

E. 1999 Program.

1. Program Committee.

The Board met with Philip Vandermeer, and reviewed his report. Discussion also included Lois Kuyper-Rushing from the Education Committee.

a. Preconference workshops.

(1) World Wide Web.

The Education Committee is developing a proposal for a half day or full day workshop, possibly to include topics such as site development, site evaluation, search engines, etc. This would not be just for public services librarians, but would include issues of collection development and cataloging as well. USC has already offered a site for free, with very low transportation costs. It was agreed that this would not conflict with Vandermeer's proposal for a plenary session on the digital music library.

(2) Management.

The Personnel Subcommittee is working on a proposal for a workshop, possibly to build on the one offered at the Atlanta meeting.

b. Plenary sessions.

(1) Digital Music Library.

This session has the potential of being very broad-based, and should be of interest to everyone; it also needs focus. One possible focus might be on electronic reserves and sound transmission, including cataloging issues. The AMLG libraries are discussing projects in this area and might be a good resource. The Electronic Reference Services and Automation subcommittees might also be of assistance in building this session.

(2) Film and Television Music.

The Film Music Roundtable and the Local Arrangements Committee have been working on this. It was suggested that MLA should advertise this meeting to the local chapter of the Society for Film Music. Steve Fry is liaison to that organization.

(3) Expanding Expectations and Shrinking

Budgets: The Music Librarian as Entrepreneur.

This session might be problematic, as development at each institution is a highly individual and sensitive issue. It might also be of limited interest. This might, however, work as an "Ask MLA" session. A slightly different focus on the expanding canon and shrinking budgets might be a better direction for a plenary session. One possibility would be to include on the panel both a faculty member and a librarian from the same institution, who have dealt with these issues. It would also be good to include a public library perspective, perhaps on the collecting of music of different cultures represented in the community.

Vandermeer was thanked for his report and his good work so far.

c. Scheduling alternatives.

In later discussion, it was suggested that one solution to the overcrowded program schedule might be to begin Board meetings on Tuesday morning, to end by Wednesday noon, so that some committee business meetings could be scheduled for Wednesday afternoon. This might initially include the Development, Publications, and Plan 2001 committees. Such a plan would extend the meeting period for relatively few people, while freeing up time in the main meeting schedule.

2. Local Arrangements Committee.

The Board reviewed the report submitted by Kathy Glennan and Renée McBride, co-chairs, and met with Glennan.

a. MLA commemorative wine.

In previous discussion of this proposal, the Board had expressed a preference for offering this as a sale item rather than a premium for a donation, but local and federal regulations would make this a complicated process. It could be offered as a premium for a substantial donation, such as a minimum of \$50. It is very important to make a clear distinction between sales and donations. For this reason it might be better to have the wine at a separate table from the MLA shop. The Board suggested that the Chapter set this up as their own fundraising activity, perhaps at the registration desk, and the proceeds (minus costs) then be donated to the national MLA. It was also suggested that receipt forms be pre-printed indicating the cash value of the premium, for tax-deduction purposes.

b. Entertainment.

It was agreed that any musical entertainment during the opening reception be a short presentation, not in the exhibit area itself, but in the vicinity. The noise level is often high at this reception, and as this is the exhibitors' reception, it is best not to detract from the exhibits.

Musical entertainment at other times should also be short (5-10 minutes), and should not detract from the exhibits. Concern was expressed both for the performers, who should not be relegated to background music, and the exhibitors, who compete with a very full program for attendee time. It was suggested that some of the Roundtables might provide good opportunities to showcase local music.

c. Tours.

Due to the expected popularity of the local tours, the committee is considering expanding the tour offerings to include Tuesday and/or Sunday. The Sunday tour might be of a more recreational nature. Tour costs are usually calculated to include transportation costs, and tours are cancelled if they are undersold. It was suggested that the Wednesday tours should be more closely oriented to the music library profession, and the Tuesday and Sunday tours might be more peripheral.

Glennan was thanked for her report, and the great work of the committee so far.

F. Publications.

The Board met with Suki Sommer, Chair. She reported that most areas are under control at this point. MCB is now on schedule, Notes is doing well, and the series editors are hard at work.

1. Web Site.

This has been an area of concern, as the committee structure seems not to be the most expedient way to get this project done. After discussion by the Publications Committee and the Web Site Subcommittee during the Boston meeting, Walker reported their recommendations back to the Board. It was moved by Jane Gottlieb, seconded, and **Motion** carried unanimously, that the Board accept the recommendation of the Publications Committee, that once the web site is up in its initial form, the Executive Secretary should serve as liaison to the designer, with the assistance of the current Web Site Subcommittee, until such time as the Board appoints a person to assume the role of "webmaster" or site "editor". The subcommittee should serve in an advisory capacity to this new position. An editor should be appointed by July 1. A 2-year term might be considered initially, since this is a new position. The role might be more of "gatekeeper" rather than editor in the traditional sense. This editor would be appointed by the President, in consultation with the Board; future such editors would be selected through

the normal search committee process. Any honorarium for this position would need to be included in the budget for the next fiscal year. The honorarium issue needs to be considered in the context of other honoraria already in place, such as for Notes. Currently some Notes staff receive honoraria, and others do not. Site maintenance costs will also need to be budgeted. The designer should be able to provide a fairly accurate quote after she completes the initial design. It was also noted that the site might need to be moved to a location where the designer could have better access. It is currently at Indiana University under a contract arrangement.

The Subcommittee should work on developing a set of guidelines for committee web sites (e.g. BCC), use of the MLA Clearinghouse versus use of the web site, etc. The Job List question in particular could be looked at soon.

Walker will work on appointment of an editor/webmaster.

XI. Special Committees.

A. Ad Hoc Administrative Services Committee.

The Board reviewed the report submitted by Linda Solow Blotner, chair, and also discussed it with David Farneth, chair of the Ad Hoc Task Force on Plan 2001 Implementation.

Plan 2001 involves trying to do more as an organization, while the membership may be reaching a saturation point with certain types of volunteer activities. If MLA is serious about accomplishing more, ways must be found to make that possible. The report articulates clearly the current practices and problems. It was agreed that the next step would be for the Implementation Task Force to work with this report, to propose scenarios from a "wish list" perspective, rather than in the context of how things are done currently. The report of the Publicity Task Force should also be included in this process. Boettcher and Cassaro will be working with Jim Henderson on a 1-year contract with Academic Services to begin July 1. [See VII.F., above.] Academic Services is willing to take on a few more tasks, but is limited in what it can do. By the June meeting, the Board should have the results of these discussions and the "wish list" from the Implementation Task Force.

Blotner and the Committee were thanked for their report.

B. Ad Hoc Chapter Committee.

The Board reviewed the report submitted by Roberta Chodacki, chair, and discussed it with her. It was noted that there is some confusion about MLA membership requirements for chapter officers. During the Open Forum discussion at the Boston meeting strong support was expressed for having scheduled time for chapter meetings during the national annual meeting. In the past chapter requests for meeting space have been turned down because of space and scheduling concerns, but it seems timely to try scheduling a block of time similar to that for the system user group meetings. The chapter committee will explore the question further to determine how much interest there is, and whether there is a consensus on preferred time of day for these meetings. One option might be to consider this instead of a third plenary session.

Chodacki and the committee were thanked for an excellent report and a very successful open forum.

C. Ad Hoc Task Force on Plan 2001 Implementation.

The Board met with David Farneth, chair, and reviewed his report.

1. Reporting and communications.

Farneth noted that the various Plan 2001-related task forces have been sending their reports to him at the same time that they send them to the Board. It would be helpful for his committee to have them sooner so that it could review the reports and respond to them. The Implementation Task Force should also be kept aware of standing committee activities that relate to Plan 2001. Liaisons are in place to the various committees and will be encouraged to report back to the ITF more regularly.

2. Priorities.

It is not clear what level of oversight is appropriate for the various working groups attached to Plan 2001, and the task of the ITF threatens to become too unwieldy. It was suggested that the level of oversight need not be uniform, but should depend on the individual groups and what they are doing.

3. Communications with membership.

Summary documents could be mounted on the MLA web site, as long as nothing sensitive is included. The Board should recommend when reports can be made public. MLA members need to be motivated to participate in the Plan, to be more involved in outreach efforts, etc. The long list of liaison volunteers is a good sign, and the Organizational Liaison Committee is a key component in this regard. Something on Plan 2001 in every Newsletter issue is a good goal; articles should emphasize positive progress. The bookmark created for the registration packets was also a terrific idea. Budget requests, chapter grant requests, etc. are now often being cast in light of Plan 2001. The President's column in the Newsletter can also support this.

4. Basic Manual Series.

The Board reviewed the proposal submitted by David Farneth. It was moved **Motion** by Deborah Campana, seconded, and carried unanimously, that the Board accept the recommendation of the Task Force on Plan 2001 Implementation, that the Board appoint a task force under the Publications Committee to plan a Basic Manual Series as a special Plan 2001 initiative. The task force would be authorized to investigate the possibilities, not necessarily to develop the series. It would report to the Board through the Publications Committee and the Task Force for Plan 2001 Implementation. A member of the Publications Committee might serve as an ex officio member. The model for this project is a series done by the Society of American Archivists, consisting of handbooks that are updated frequently. Possible topics would include cataloging and technical services, binding, reference resources, and general music librarianship. Discussions of the task force should include issues of marketing and updating. One potential market would be libraries that lack music specialists. Walker will appoint the task force, in consultation with the Publications Committee and the Implementation Task Force.

Farneth was thanked for his report and for his superb guidance of the Plan 2001 implementation process so far.

- D. Administration Committee.

1. Working Group on Surveying Music Library Personnel Characteristics.

The Board reviewed the report submitted by David Lesniaski, chair, and met with him. Lesniaski reported on plans for the open meeting scheduled during the convention. Data analysis is still in progress and should be completed by this summer. The committee was encouraged to complete the process as soon as possible while the

data is still fresh. Two questions were raised, as to whether the survey instrument could be preserved and re-used at a later time, and whether the data can be made public. On the latter issue it was commented that confidentiality issues need to be considered carefully. The final report of the working group should include recommendations on these issues.

Lesniaski was thanked for his report.

E. Awards.

1. Dena Epstein Award.

The Board reviewed the report submitted by Vic Cardell, chair. Walker also read portions of a very gracious letter from the recent recipient of the award. Cardell was thanked for his report.

F. Legislation Committee.

The Board met with Lenore Coral. Coral reported on recent communications with the Digital Future Coalition, which MLA joined recently. Bonnie Jo Dopp has attended some of their weekly meetings, either by phone or in person. Coral distributed to the Board copies of a document, "MLA urges action on pending copyright legislation". It was agreed that this should be distributed to the membership during the Boston meeting, and also be added to MLA's Copyright web site. Coral reported that a representative from the DFC has been asking Coral for specific information on how the MLA membership is supporting the DFC's efforts. They want to know how many letters are written, etc. She also noted that DFC initiatives tend to happen quickly, and require fast action. There is little time for Board review in these situations. It was agreed that the procedure already discussed at the September meeting (VII.E.3.) is adequate for these situations. Coral expressed concern that the organization of the DFC is unclear, and there have been some recent changes in leadership. Walker will follow up and try to obtain more information about the organization. MLA wants to increase its visibility, but not at the expense of becoming a puppet of another organization.

Coral was thanked for her tireless efforts.

G. Public Libraries Committee.

The Board reviewed the report submitted by Jeanette Casey, chair, including a proposed brochure to be sent to public libraries. Some concerns were expressed about some of the wording of the brochure. One possible alternative would be to work with the existing MLA brochure and add a targeted cover letter. Another approach would be to shift the emphasis to a brochure aimed at public and small academic libraries without music specialists. School libraries might be included in this as well. It might also be possible to design flyers that could be targeted more specifically to various groups. Bonnie Jo Dopp volunteered to work with the committee on this project. Once revised, it should come back to the Board with a funding proposal for next year. Purchase of mailing labels from ALA for targeted audiences might be a worthwhile investment for this project; this expense could be included in the funding proposal.

The committee was thanked for its energy and initiative. The Board is anxious to support the committee in making their efforts as effective as possible.

XII. Joint Committees.

A. MLA Archives.

The Board reviewed the report submitted by Jane Penner, chair, including a revised version of the "Policy on Machine-Readable Records." It was moved by Michael

Motion

Colby, seconded, and carried unanimously, that the Board accept the policy as submitted by the committee.

XIII. Search Committees.

A. Assistant Convention Manager.

The Board reviewed the report submitted by Deborah Pierce, chair. The search committee also included Robert Curtis and Steve Fry. It was moved by Marjorie Hassen, seconded, and carried unanimously, that the Board heartily accept the recommendation of the search committee that Don Roberts be appointed Assistant Convention Manager, effective July 1, 1998.

B. Treasurer.

The Board met with Jerry McBride, chair. The committee also included Gordon Theil and Sherry Vellucci. It was moved by Marjorie Hassen, seconded, and carried unanimously, that the Board accept the recommendation of the search committee that Laura Gayle Green be appointed Treasurer, effective at the conclusion of the fall 1998 Board meeting.

Both committees were thanked for their superb work in finding such excellent appointees for these positions.

XIV. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Paula Matthews. She noted that outreach to dance and theater librarians has been valuable. There are good possibilities for membership recruitment and publications sales to these groups. Co-sponsorship of ALA sessions has also been productive in terms of MLA outreach and visibility. MLA needs to continue fostering relationships with arts librarians in ALA. ALA meetings also provide an excellent opportunity to connect with local music librarians and former music librarians. Walker will appoint a new ALA representative.

Matthews was thanked for her years of excellent work in this role.

B. NISO.

The Board met with Lenore Coral. She reported that she was recently asked to comment on a document concerning music symbols in UNICODE. That proposal was later accepted and is available on a web site. She also briefly described the process of NISO Board elections.

Coral was thanked for her wonderful efforts, and in turn thanked the Board for its support.

1. NISO Board Nomination.

The Board reviewed the memo from Geraldine Ostrove recommending that MLA nominate Lenore Coral for the ballot for the NISO Board. It was moved by Michael Colby, seconded, and carried unanimously, that the Board nominate Lenore Coral to stand for election to the NISO Board of Directors.

Motion

C. Organizational Liaison Committee.

Paula Matthews, chair, distributed a list of organizations and volunteer liaisons. The committee's initial call for volunteers received an excellent response. The volunteers will receive information packets and suggestions of appropriate forms of outreach to

other organizations. This project is experimental at this point; exact procedures for these liaisons will develop over time.

XV. Roundtables.

A. Coordinators' meeting.

Deborah Campana, roundtable liaison, reported on the meeting she held with the roundtable coordinators. There was a lot of good discussion at this meeting. Interest was expressed in having a breakfast meeting next year, though this would have fiscal implications. It was also suggested that meeting program chairs be appointed prior to the annual meeting two years before the meeting they chair, so that they have ample opportunity to discuss program ideas with roundtable coordinators.

XVI. Old Business.

There was no old business.

XVII. New Business.

The next Board meeting will be held in Evanston, Illinois. The Finance Committee will meet May 28-29; the full board will meet May 29-31, with meetings beginning at 2 pm on Friday, May 29.

XVIII.. Adjournment.

Retiring Board members Jane Gottlieb, Laura Snyder, Calvin Elliker, Marjorie Hassen, and Mimi Tashiro were thanked for their contributions. It was moved by Marjorie Hassen, seconded, and carried unanimously, that the Board meeting be adjourned at 11:30 am, February 15, 1998.

Motion

Submitted by Laura M. Snyder, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Authorized revision of electronic reproduction contract template to allow electronic access to entire Notes issues excluding advertising. (VIII.D.)
2. Approved offering of poster sessions on a regular basis at annual meetings, at the discretion of the Education Committee, and in consultation with the Program Committee. (X.B.2.)
3. Established new position of web site webmaster/editor. (X.F.1.)
4. Established Task Force under the Publications Committee, to plan a Basic Manual Series. (XI.C.4.)
5. Accepted revised version of "Policy on Machine-Readable Records" of MLA Archives Committee. (XII.A.)