

## MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors  
Evanston, Illinois, May 29-31, 1998

Friday, May 29: 2:10-6:25 pm; Saturday, May 30: 9 am-6:15 pm; Sunday, May 31: 9:05-10:30 am

Present: Bonna Boettcher, Deborah Campana, James Cassaro, Roberta Chodacki (recording), Michael Colby, Robert Curtis, Bonnie Jo Dopp, Paula Matthews, Ned Quist, Diane Parr Walker (presiding), Daniel Zager.

Incoming Treasurer: Laura Gayle Green

### I. Approval of the Agenda.

The agenda was approved with the addition of Sections:

X.C.1. Investments Subcommittee,  
XII.A. Archives, and XII.B. Music Publishers' Association/Major Orchestra Librarians' Association.

### II. Recording Secretary's Report. Roberta Chodacki.

It was moved by Ned Quist, seconded, and carried unanimously, that the minutes of the February 1998 meeting be approved as submitted.

**Motion**

### III. Parliamentarian's Report. Daniel Zager.

Zager distributed replacement pages for the Administrative Handbook reflecting: clarification of sections II.F.7. and II.G.9.; the addition of V.D.9.a. Policy on Machine-Readable Records and V.H.8.b. no. 11, The editor of the MLA Website; and a revision clarifying the role of the Website Subcommittee with respect to the new position of Website Editor in V.H.8.d. He will forward these changes to Website Editor David Gilbert. Zager was thanked for his report.

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

The 1997/98 Third 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 FY 1997/98 Fourth-Quarter-To-Date Reports were distributed at this meeting: Operating Budget; Supplemental Income; Publications Budget. These reports show activity up to May 20, 1998.

#### A. Year-to-Date Financial Report.

At the end of the Third Quarter, the 97/98 FY budget is running well above that of the 96/97 FY budget. At the same point last year, the gain was only \$45,778.62 for FY96/97, as compared to \$131,995.83 for FY97/98. Indeed, the Operating Budget balance at the end of the quarter shows a healthy surplus heading into the last

quarter of the FY (\$33,486.46 as compared to \$9,457.42 for FY96/97), due no doubt to the very successful annual meeting in Boston, and the performance of the investment accounts. Overall, the third quarter shows lower income than the last fiscal year in Dues and Placement Service, but higher in other categories (Sales, Meetings and Other Income), and expenditures lower in all categories, except for Management Services. Amazingly, Program and Other Member Services expenses are almost exactly the same figures as last FY (FY96/97: \$16,239.65; \$7,087.98).

1. Income.

a. Dues income is much less this FY than last FY at this time; 76.05% as compared to 91.60%. The increased amount of Corporate Patrons and Members has certainly helped this particular kind of income. After an initial surge in dues income which resulted from the dues increase in FY94/95, the figure has slowly dropped over the past several years.

b. Sales and convention income, however, are again becoming the area of the budget that carries the income. While Notes subscriptions may be down, Advertising, Royalties and Publication Surplus are either on par or well above that expected. The sales of the monographic series have been steady, and with little expenditure, the surplus has been high. Royalties on The Basic Music Library publication have almost doubled the \$3,605.00 in projected royalties this FY.

c. The annual meeting brought in 109.68% of projected income as compared to 91.77% last FY. At the end of the third quarter, the convention budget balance was at \$34,498.84 (last year: \$452.78), well ahead of the \$5,000 planned surplus. Additional exhibitor income, MOUG reimbursements and additional expenditures in the fourth quarter will affect this figure. Tours income of \$95.00 reflects income from attendees after the tours were fully booked. Additional participants were charged for the tours.

d. Royalties for sales of Notes in electronic form in line 2.014 are \$11.79 from Ebsco and \$249.55 from Information Access.

e. Line 5.021, Development campaign in the amount of \$4,057.00 is the total to date from sales at the MLA Shop in Boston and through mail order via Jennifer Ottervik. No mailing costs have been subtracted from this total to date.

2. Expenditures. There were no overages or extraordinary expenditures during the third quarter (with the exception of the already reported \$3.21 in line 8.04, ALA). In line 11.02, Miscellaneous Charges, the \$560.93 is solely bank credit card charges.

B. Operating Budget (Fourth Quarter-To-Date).

1. Overages.

There has been one overage in the fourth quarter to date on line 8.06, Placement Service in the amount of \$218.28. This is due to the Job List photocopying costs for May. There will be an additional overage (approximately \$135.00) in this line due to expenses to produce the June list. Unless something extraordinary occurs, the Board should not expect overages in any other lines of the Operating Budget this year.

2. Review of 1997/98 Operating Budget to Date.

a. Income: 85.28% (FY96/97 at 83.52%).

(1) Dues: 77.01%; lower than 96/97 which was at 92.44%.

(2) Sales: 76.94% overall (last year at 67.45% overall).

Included are:

(a) Notes royalties, line 2.014, in the amount of \$1,132.35 from UMI for distributing our journal in microform and from H.W. Wilson for electronic distribution.

(b) Royalties, line 2.051, from DaCapo Press in the amount of \$62.99 for the Earlier American Music series. Royalties we receive will probably dwindle since this series has been discontinued.

(c) Royalties, line 2.052, from ALA Sales: an additional \$386.87 was received and deposited after this report was compiled. This amount covers the period 1/98 to 6/98. \$6,470.63 has been brought in this year on The Basic Music Library publication.

(d) Publication sales: Notes Index has not sold well at all; at 27.60% (last year: 80.88%). The big sellers this year are again the Cumulated Music Cataloging Decisions and the Membership Handbook.

(3) Meetings: All bills are in, and one more reimbursement from MOUG is expected (\$416.50 for signage). Convention income stands at \$96,809.50, and expenses at \$70,504.63 (with MOUG included), for a surplus of \$26,304.87. Last year's surplus was \$3,967.29.

(4) Placement: income is at 67.74% of the budget, compared to 69.14% last year. The decrease may be due to access on-line.

b. Expenditures are at 81.45% of budget overall, compared to 85.96% in FY96/97.

(1) Management Services: 79.47%; (75.66% last year). Additional expenditures on this line will be the Academic Services final bill, and officers' and board members' travel for the June Board meeting.

(2) Program Expenses: 70.93%; (82.05% last year). The Bibliographic Control Committee is under budget; the Public Library Committee has not used any of its budget; the Reference Performance Subcommittee budget has not been fully expended; the Web Designer was paid out in the fourth quarter; and \$1,947.73 in line 7.0321 was paid out under the MLA Shop expenditures and is the total cost of producing the t-shirts and other sale items for the Boston meeting, plus various shipping costs.

(3) Other Member Services: 72.29% (73.62% last year).

(4) Publications: 81.81%; (89.89% last year); there will be additional expenditures in: Inventory Management (line 9.01) which is now being housed at A-R Editions; Newsletter (line 9.04), and Notes (line 9.06) at 86.01% of the budget (92.96% last year) for editor honoraria & miscellaneous editor expenses.

(5) Miscellaneous expenditure in line 11.02 of \$109.60 is credit card charges from MLA's bank.

c. Prediction: as of May 20, 1998, the operating budget balance is \$13,406.04. Given an anticipated ca. \$17,500 in additional expenditures, with some additional income (maybe \$9,700.00), the balance may be in the black by ca. \$5,600.00, increasing the operating budget reserve.

### C. Supplemental Income.

1. Line S6.03 Award Endowment Funds.

Reflects total of what was donated at the Boston meeting.

2. Line S6.04 Interest.

Total of \$61.30 on checking for fourth quarter reflects only April interest.

3. Line E7.03 Wicker Family Endowment.

Another \$1,000.00 donated in third quarter.

4. Line S6.033 Epstein Fund (Fourth quarter).

An additional \$5,499.20 was donated by the Epsteins in the beginning of the fourth quarter. On April 3, 1998, this amount was given in 280 shares of Harris Trust Equity Fund stock, which was subsequently sold at \$19.64 per share and wire transferred into MLA's checking account. The Epsteins requested that 90% of the donation (\$4,949.20) be invested in the Epstein Fund, with the balance (\$550.00) routed to the General Endowment Fund.

D. Awards Endowment.

1. Reinvested dividend accrued during Third Quarter was \$902.49.

2. Total dividend to date of \$8,712.87 is more than enough to cover award expenditures this year (\$5,277.00).

3. Cassaro recommended that the Freeman award for 1999 be set again at \$1500.00 and the Epstein award for 1999 raised to \$2,000.00. This increase is a conservative amount based on dividend accrual and under the rubric that a percentage of the dividend remain in the fund for management purposes. It is important to offer a slightly higher amount each year as the funds grow, but not such a large increment that might compromise the total value of the account. At the end of the third quarter 37% of the awards endowment was again in the Epstein Fund, and 18% in Freeman. This results in \$3,224.00 available for use for Epstein and \$1,568.00 for Freeman.

E. Accumulated Endowments Principal, Third Quarter.

The total is \$94,332.98, compared to \$88,229.98 at this point in FY96/97. This includes:

1. Gerboth at \$17,886.27 (\$16,769.27 last year)

2. Duckles at \$20,472.11 (\$19,007.11 last year)

3. Freeman at \$15,053.60 (\$14,032.60 last year)

4. Epstein at \$30,821 (\$29,321 last year)

5. Special Endowment Funds at \$10,100.00

F. Investments Accounts, Third Quarter.

There have been increases in all areas of our Investment accounts.

G. Publications Budget.

Steady income, but little expenditures which are mostly in advertising.

H. Other Activities and Business.

1. The IRS has maintained mileage reimbursement at \$.315 per mile; MLA's reimbursement rate for mileage for FY98/99 will reflect the same figure.

2. Reactivated State tax exemption for Missouri; will continue application process for California. The last time we applied for the 1993 meeting in San Francisco, we were denied. The tax laws in this area in CA have not changed. There is a \$25.00 non-refundable filing fee to do so.

3. DaCapo royalty payment to H. Wiley Hitchcock will go out after this meeting.

4. Annual report to the Epsteins will go out after the close of the FY.

Cassaro was thanked profusely for his excellent job in maintaining and explaining MLA's records.

V. Executive Secretary's Report. Bonna Boettcher.

The following items were distributed at this meeting: Administrative Structure, 1998-99 Draft Calendar, 30 April Growth Report, Areas of Specialization, and an Updated Fact Sheet.

A. Administrative Structure.

The Board should review the Administrative Structure for errors. Direct questions about committee memberships and appointments to Walker. This version of the Structure is distributed only to Board members and to those with Committee, Subcommittee, etc., responsibilities via the annual Administrative Structure/Calendar mailing per the decision made at last spring's meeting (no home address or phone information in the public versions of the document). The Structure available via the Website should list the same people as this version.

Outgoing Board members were removed from MLABD-L at the beginning of April. The February 97-January 98 MLABoard-L correspondence has been printed out and sent to the archives (208 pages plus a diskette copy). Bogus attempts to subscribe to Board-L (see May 1997 Board Minutes) seem to have stopped.

B. 1998-99 Calendar.

A number of dates in the calendar are predetermined: renewal mailings, Newsletter dates, etc. Those that change generally are based on Board meetings and the annual meeting. The ballot mailing is scheduled for early November, which should allow incoming Board members sufficient time to make travel plans. According to the standard formula for setting dates, the annual meeting change would have set the convention mailing date at 22 December. After consultation with Jim Henderson and Susan Hitchens, Boettcher has scheduled a 30 November mailing date. The only dates for posting updates to the Website involve the Job List. Boettcher, Canfield, and Gilbert discussed this and recommend that the first year be evaluated before determining whether to add more dates to the calendar. Boettcher will talk to Linda Hartig about changing the pre- and post meeting Newsletter mailing dates and possibly combining the post meeting issues (nos. 116 and 117) into a double issue. The final version of the calendar, which shouldn't differ greatly from this draft, will be mailed to the Board, Special Officers, Committee and Subcommittee Chairs, Roundtable Coordinators, and Chapter Chairs in late June. Please advise Boettcher of problems as soon as possible.

C. Membership.

1. The 30 April 1998 membership figures have been added to the April membership chart, which now contains membership figures for 1990 through 1998. The 30 April report is the most accurate because all non-renewing members have been purged from the "current" list. The numbers are discouraging. The total membership has dropped by 154, from 1,818 to 1,664, a drop of 8.5%. Total subscriberships have dropped by 54, from 706 to 652, for a drop of 7.6%. The overall decline of 208, from 2,524 to 2,316 is 8.2%. The largest drop is in individual memberships, 11.4%, followed by institutional memberships, at 7.1%. Jim Henderson has run a list of those whose memberships expired during 1997-98 and has sent it on to Walker. Boettcher will send a copy of the growth chart to Gerry Ostrove, chair of the Membership Committee. Walker noted that there seem to be fewer new members this year, though the drop out rate for current memberships seems steady from year to year. She also wondered why members do not renew (Do they forget to renew? Have they never entered the field or left music librarianship?) and suggested something should be sent out to them. Walker will follow

up with Boettcher on sending something to those who did not renew last year. It was also suggested that the Membership Committee follow-up on this by conducting a survey to find out why people let memberships lapse.

2. Since the Boston meeting, MLA has added 9 new individual members, 14 new student members, and 1 institutional member.

3. The renewal mailing once again is planned for 1 July. With this mailing, Boettcher will again include the questionnaire on areas of specialization. It is not known exactly how this information will be included in the Membership Handbook, since a proof of this section is not yet available. It is assumed that the information will be tabulated in a separate index. There was a 30% return rate on the questionnaire last year. Perhaps it will be higher once members have a chance to see how the information is used in the Handbook.

#### D. Publications.

##### 1. Brochures.

Boettcher has filled 6 requests for brochures, sending out 7 red (MLA) and 7 green (music librarianship) brochures. In addition, she supplied Leslie Bennett with 200 of each brochure for display purposes. With the Scarecrow arrangements, once again the inserts are out of date. Boettcher asked the Board for suggestions. No revisions to these brochures are planned, although Laura Dankner is attempting to devise a way to update giving information without producing an entire brochure.

##### 2. Membership Handbook.

Once again, the Membership Handbook has experienced numerous delays. Boettcher was not able to complete initial proofreading until late January. Working with the employment and specialization information added additional time to the process. The members-by-institution index required additional programming time, and quite a bit of time on the part of Academic Services to identify various manifestations of institutional names. While it took time to round up advertisers, ad copy shouldn't be a problem since A-R will be producing the Handbook this year. Jim Henderson expected to have the camera-ready copy of the Handbook ready to send to A-R during the first week in June. Since the Boston meeting, 1 copy of the 1997 Handbook has been sold.

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

Since January, no copies have been sold.

Tim Cherubini has taken over Directory production from Ray White, and hopes to complete work on the 7th edition during the summer. This publication, like the Job List, is more a service that MLA provides than a revenue generator. It is Boettcher's impression that the bulk of the orders for print copies of this publication are from institutions, while individuals prefer to consult it on the web.

##### 4. Inventory Transfer and Other.

In late January, Jim Henderson advised Haddon to destroy volume 51, and any previous issues of Notes, plus copies of the Notes Index in excess of 500. The remainder of the Notes inventory was to be shipped to A-R, while the rest of the inventory was to be shipped to Scarecrow's warehouse. Henderson also gave explicit instructions on how to package the material for shipping.

In Boston, Henderson asked Boettcher to send copies of any billings received from Haddon to him to review before authorizing payment. This request was reiterated after discovering that Haddon didn't ship MLA materials for more than two weeks after

the request was received. Henderson still is attempting to resolve billing questions with Haddon. It is thought that Haddon sent some of the Notes Index inventory to A-R and some to Scarecrow. It appears that some issues of Notes that were to be retained actually were destroyed. Haddon has charged MLA for boxing materials, which Henderson specifically told them not to do. Finally, Shirley Lambert commented on the poor condition (dust, etc.) of some of the stock that was transferred. Boettcher has not received any follow-up requests from Haddon for payment, and Henderson still advises that MLA not pay any invoices until he is satisfied that problems have been resolved.

Boettcher finally received the copyright registration, dated 7 August 1997, for Paula Elliot's volume on 13 April 1998.

Although Boettcher hasn't received a sales report from Scarecrow (her copy was sent to Walker by mistake), Henderson reports that since the inventory transfer was completed, 28 units have been sold from the backlist.

#### E. Contributions.

Including contributions made at the Boston meeting, MLA has received 53 contributions totaling \$5,116.00 since the beginning of the Boston meeting. Boettcher has acknowledged all contributions of less than \$100, while Walker has acknowledged contributions of \$100 or more. Contributions break down as follows:

Patron:	1 contribution (Wicker)	\$3,000
Unrestricted:	1 contribution	\$50
Duckles:	3 contributions	\$100
Epstein:	8 contributions	\$305
Freeman:	16 contributions	\$496
Gerboth:	7 contributions	\$247
General End:	17 contributions	\$918

Several contributions were specified as in honor/memory of individuals. These include: one contribution to Duckles in honor of Ida Reed; one contribution to the General Endowment in honor of Jane Gottlieb; one in honor of Linda Solow Blotner; and one in memory of Neil Ratliff.

#### F. Miscellaneous.

##### 1. Stationery.

Boettcher has approximately 40-50 sheets left of the sidebar stationery. Based on an earlier poll on Board-L, this should see the Board through the summer. She plans to reprint one ream of the stationery in the fall with new Treasurer information and Campana's new address.

##### 2. Labels.

Boettcher can generate a set of mailing labels that corresponds to the Administrative Structure (chairs, etc.). Board members should let her know if labels are needed.

##### 3. Fact Sheet.

Based on the new membership and subscribership numbers, Boettcher has issued a new version of the Fact Sheet. Copies were mailed to Judy Tsou for distribution to the organizational liaisons.

##### 4. Annual meeting.

Postcards were mailed to the membership to alert them of the change of the Los Angeles meeting dates.

## G. MLA Website.

### 1. General summary of events.

Following the Boston meeting, Boettcher conveyed the recommendations of the Board and Publications Committee to Website designer Kathy Canfield. Work on the site proceeded according to the schedule Canfield had presented to the Website Subcommittee. After Board and Subcommittee review, the site went live on 6 April.

### 2. Features.

Several items have been raised for future consideration, including: cgi scripts, submittable forms, accepting membership and contributions via the Internet, and a search engine. Implementing these items would affect the current set-up and have budgetary implications. In the meantime, Canfield has submitted a proposal to continue maintaining the MLA site as it is presently supported on a freelance basis.

### 3. Other considerations.

Various issues require further examination: (a) technical design, (b) site access and security, and (c) the integrity and consistency of the site. Website Editor David Gilbert is working on a draft of submission guidelines for the Subcommittee's review in the near future.

The Board thanked Boettcher for all her work, and expressed grateful appreciation, especially for her extensive activities with the Website. The reason MLA has a functioning site is in large part due to her time and efforts.

## VI. Vice President's Report. Paula Matthews.

### A. Chapter Liaison.

Matthews reported on her visits and communication with chapters this spring. She attended the Northern and Southern California meetings as well as the New England Chapter meeting. Unable to attend the Mountain-Plains twentieth anniversary meeting, she sent a short video which congratulated the Chapter and took them on a tour of the Bates College Music Library. She has received invitations to attend the Greater New York Chapter meeting this June and a joint Southeast and Texas Chapters' meeting in October. Matthews is impressed with the variety and amount of activity on the chapter level, especially initiatives generated by the information-sharing among chapters that has been a product of implementing Plan 2001.

### B. Chapter Grants.

The Board reviewed two grant applications from the Mountain-Plains Chapter, and one each from the Midwest and New England Chapters. The total dollar figure to fund all the requested grants exceeds the \$2000 amount budgeted for the grant program. The Board agreed that it would try to fund the grant proposals most directly related to Plan 2001 initiatives. It was moved by Dan Zager, seconded, and carried unanimously, that the Board approve a grant of: \$500 to the Midwest Chapter to support a Library School Outreach Project; \$1300 to the Mountain-Plains Chapter to support a "Music in the General Library" workshop, and \$200 to the New England Chapter to support a pilot project survey to determine the status of music in public libraries in Connecticut. Matthews will follow up with the requesting chapters.

The Board expressed its thanks and gratitude to Matthews for her fine report and liaison work with the chapters.

**Motion**

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

### A. Administrative Structure.

All changes have been reported via email. Walker reviewed the following recent appointments: Ruthann McTyre to Program Chair for the Louisville meeting in 2000; Nominating Committee members Marjorie Hassen (chair), Victor Cardell, Bob Follett, Lynne Jaffe, and Betty Woerner; Geraldine Ostrove to chair of the Membership Committee; Judy Tsou to chair of the Organizational Liaison Committee; David Gilbert to Website Editor; Ad Hoc Task Force to Conceptualize a Basic Manual Series members Jean Morrow (chair), Linda Barnhart, David Farneth (Plan 2001), David Hunter, Peter Munstedt, and Sherry Vellucci (ex officio); and Anna Seaburg to chair of the Public Libraries Committee.

### B. Correspondence.

Walker wrote a letter to NISO to nominate Lenore Coral for the ballot for the NISO Board of Directors. It is not known at this point if her name will be on the ballot. At the recommendation of MLA's Legislation Committee and the Digital Future Coalition, she wrote to Representative Howard Coble, Chair of the House Judiciary Committee's Subcommittee on Courts and Intellectual Property to express concerns about House Bill H.R. 2652 which is the Collections of Information Antipiracy Act and to urge that any copyright legislation preserve the doctrines of fair use and library preservation and lending. She also wrote to Secretary Michael Heyman of the Smithsonian Institution to express our regret as music librarians that the Smithsonian has decided to discontinue its recordings division and to urge Secretary Heyman to find another means of continuing to make these and similar collections available. Acting Manager Director Robert Scheling responded in writing, thanking her for her interest and concern. It was suggested that Walker send a letter of condolence to the Casalini family.

### C. Contributions.

Walker acknowledged two significant contributions over \$100. She wrote a letter of thanks and appreciation to the Epsteins for their recent gift in the form of shares of a mutual fund and for their continuing generosity. The second letter was to the Wicker Family Foundation. It is the first MLA special endowment fund to reach the goal of \$10,000 in cumulative contributions. In a letter accompanying the check from the Foundation, Suki Sommer recommended that the income generated by the fund should be used to support the First-Time Attendees Reception at each annual meeting.

### D. Contracts and Agreements.

On May 1, 1998, Walker signed and returned a contract to the Grand Hyatt Hotel in New York City to hold the MLA conference there February 18-25, 2001.

The dates for the 1999 meeting in Los Angeles have been changed to March 15-20 at the initiative of the hotel. It's been a challenge for the Local Arrangements Committee to cope with the change, and Walker expressed appreciation for their flexibility.

The present contract with Academic Services expires in June. Jim Henderson has submitted a proposal extending his services for one year at basically the same amount of money that MLA has been spending on these services. It includes an increase in the basic monthly fee to \$1500 to address items such as additional mailings. The increase in the basic fee will be offset by the elimination of the annual order-processing fee because Academic Services will no longer be processing orders for the monographic series publications, which will be handled by Scarecrow. Henderson has proposed a one-year

contract renewal because he is a bit uneasy about exactly what they'll be undertaking. Walker and Boettcher will discuss the proposal.

E. Other.

Upon reviewing the final report of the Ad Hoc Committee on Administrative Services at its last meeting, the Board agreed that the Implementation Task Force would need "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 Task Force decided to form a sub-group to work up the wish list of services that could form the basis for MLA's Request for Proposals that would be sent out to collect additional information about costs and ways of meeting the organization's administrative services needs. Blotner (for the Ad Hoc Committee on Administrative Services), Farneth, Gottlieb, and Walker will meet in New York City in June to develop a wish list of administrative support services. The Board discussed the work that has been done in this area so far. Walker will consult with Boettcher and Cassaro to insure all needs are included in the list. The Board will review the list at its fall meeting. It is critical that this work is conducted expediently so that both the Association and Academic Services have a better understanding of the direction the organization wants to move in to develop administrative support services.

Walker attended the meeting of the Joint Committee on the MLA Archives at the University of Maryland on May 8 and referred to a document the Board will consider at agenda item XII.A. She was not able to attend the MLA/MPA/MOLA meeting in May.

Walker reminded the Board that the Placement and Publicity Officers' terms will end following the next annual meeting. Search committees will be formed for both positions.

VIII. Editors' Reports.

A. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth, and thanked him for his continuing good work.

IX. Special Officers' Reports.

A. Advertising Manager.

The Board reviewed the report submitted by Susan Dearborn. It was noted that the June issue of Notes will carry five new advertisers. Walker will confer with the Development Committee to find out if it recommends that she send them invitations to join as corporate members.

Dearborn was thanked for keeping the Board informed.

B. Convention Manager.

1. The Board reviewed the report submitted by Susan Hitchens. Walker noted the money saved at the Boston meeting thanks to the efforts of the Convention and Program Chairs in negotiating a discount for the poor audio-video support services.

2. The proposal to hire a Program Technology Officer to act as a technical support assistant at the national meetings was discussed. The Board recommends that the Convention Manager build this support into the convention budget for the 1999 meeting, and consider the ongoing need for this assistance on a yearly basis.

3. The Board considered the question about music generated by vendors in the exhibit area. The Board does not see a problem with this activity at this time.

4. The Program Chair has addressed vendors' concerns by scheduling breaks during which time registrants may visit the exhibit area, as was suggested in this report. The Board offered enthusiastic support and thanks to Hitchens for all her efforts.

C. Placement Officer.

The Board reviewed the report submitted by Elisabeth Rebman. It recommends referring the matter of back copies of the Job List to the Website Editor.

Rebman was thanked for her excellent work and for the reminder that her extended term as Placement Officer ends next June.

X. Standing Committees.

A. Development.

The Board reviewed the report submitted by Laura Dankner, chair.

1. Corporate Members and Major Donors.

The Board discussed the Committee's two recommendations: (a) that a separate event be scheduled to thank corporate members and major donors, and (b) that something be offered to thank and recognize exhibitors during the Wednesday evening set-up. It was suggested that a buffet could be set up for corporate members/donors and a small number of MLA members in the President's Suite, and perhaps some type of refreshment for exhibitors near the hall. The Development Committee should continue to develop their recommendations and prepare a detailed proposal for the Board's consideration in the fall, in consultation with the Convention Manager who should explore options and get expense figures. Coordinating these events with the First-Time Attendees Reception will be a challenge. At this point it should not be scheduled in the program. Walker will report back to Dankner and Hitchens.

2. MLA Fact Sheet.

The Board discussed the concept of a Fact Sheet and agreed that it would need to be accurate, current, and uniform in design with other MLA publications. In order to insure this, the Sheet should come from the Executive Secretary who could customize data for target audiences, as needed.

3. Internal Giving.

The Board reviewed the Revised MLA Membership and Donor Program proposal. It recommended that the Development Committee should focus on membership categories and the Membership Committee should focus on recruiting new members and retention.

a. Sustaining Membership.

There was consensus that offering perks would probably not be a motivating factor in recruitment. It was noted that a campaign letter will go out to a target audience before the next renewal in an attempt to boost membership in this category. It was moved by Ned Quist, seconded, and carried unanimously that the Board thanks the Committee for their suggestion, but that any proposed change to the Sustaining Member category be tabled until the results of this year's campaign are known after the upcoming renewal process. The 1999 Ask MLA session should include a discussion of membership categories and donations.

**Motion**

b. Corporate Membership and Donations.

The Board is presently comfortable with the set amounts. The Board thanks the Committee for trying to regularize the categories for corporate membership and

individual giving and asks that the Committee submit a request for a specific action after they clarify the donation categories and how designations for overall giving relate to the categories for donations to individual funds. It was observed that the practice of recognizing donors is already in place (Program Booklet and Membership Handbook) and that the names of donors should not appear on the Website or the Newsletter. These media may be used to periodically review donation procedures. Requests to mount information on the Website should now go through the Website Editor.

4. External fund raising.

The Board reviewed the report outlining "Possibilities for Hiring of Outside Consultant." It was moved by Robert Curtis, seconded, and carried with eight for, zero against, and two abstentions, that the Board support the allocation of \$2000 to assist in the information-gathering process to evaluate the recommendations of various consultants.

**Motion**

5. MLA Shop.

a. Silent Auction.

The Board reviewed the report submitted by Sarah Dorsey, chair of the Marketing Subcommittee. It was noted that the Subcommittee plans to bring back the Silent Auction using a slightly different approach. They will offer a small number of very nice things instead of a lot of inexpensive items. The Board suggests the group confers with Steve Fry and the Local Arrangements Committee to identify volunteers and potential donors.

b. Merchandise.

The Board supports further development of the suggested sales items and will budget \$3300 for expenses and expect an income of \$5000. It would like to receive a proposal for the fall meeting outlining how the funds will be used and encourages the exploration of some new creative designs. Dorsey and the Subcommittee were thanked for their continuing fine work.

The Board expressed its thanks and great appreciation to Dankner for the report and the many ideas and recommendations percolating from the Committee.

B. Education.

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

1. Workshop.

It was moved by Paula Matthews, seconded, and carried unanimously that the Board approve the workshop Music Librarianship and the Internet for further development. It was recommended that Walker should advise the Committee to work with the Public Libraries Committee to promote the workshop to public librarians.

**Motion**

2. Poster Sessions.

The Board reviewed the proposal and noted that the Committee should be advised of the two-hour time period currently scheduled for the session in the Los Angeles program.

3. Ask MLA session.

It was noted that the proposal titled The Music Library Association: A Guide for the Perplexed, will be the second time this topic has been scheduled as an Ask MLA session. The Board supports further development of this session and is willing to participate. It will be a great session for the organizational liaisons to attend, though the

Organizational Liaison Committee meeting time partially conflicts with this session. Walker should advise Judy Tsou and suggest that the liaisons attend this session. The session should be sure to include a review of MLA membership categories and donations (X.A.3.a.), and how the MLA budget is prepared (XI.A.).

4. Survey.

It was moved by Paula Matthews, seconded, and carried unanimously that the Committee go forward with the proposed Survey of Continuing Education Interests. Several Board recommendations concerning the survey process were discussed: (a) chapter programs, supporting documents for workshops, etc., could be collected within the context of the survey, (b) the Education Committee could benefit from being aware of chapter continuing education efforts in order to develop their own programs, and (c) survey questions nos. three and four could be difficult for one person to answer. Discussion should be encouraged among memberships when completing the surveys to assist chairs in completing the forms and also keep chapters focused on Plan 2001.

**Motion**

The Committee was thanked for its report and continuing good work.

C. Finance.

1. Fiscal Year 1998/99 Budget.

Fiscal Officer Michael Colby distributed copies of the proposed fiscal year 1998/99 budget showing a balanced budget for 1998/99. The Convention budget will be done at the fall meeting. In contrast to last year's "serene" budget, overall, this is a "stingy" budget as the requests received by the Finance Committee (expenditures totaling \$348,559) exceeded projected income (\$324,859), a shortage of \$23,700. Projected income is down because anticipated income from dues and sales is down. The Committee worked very hard to balance it in such a way as to support the work of all the interests of the Association. The proposed 1998/99 budget (\$341,103) is 2.5 % below last year's budget (\$349,849). It was further noted that there will be additional expenses totaling \$1300 on a forthcoming revised 1998/99 budget report due to Board actions during this meeting. Colby will ask Hitchens to address the difference by building a \$6300 surplus into the Convention earnings budget so that the overall operating budget will balance.

The Board unanimously approved the recommendation of the Finance Committee that the Fiscal Year 1998/99 budget be accepted as approved.

**Motion**

2. Payments to the Association.

The Board unanimously approved the recommendation of the Finance Committee that MLA accept payment by Master Card or Visa for all payments to the Association beginning Fiscal Year 1998/99. This is an extension of last year's decision to accept payment for convention registration, and sales and donations at the convention.

**Motion**

3. Level of overage.

The Board unanimously approved the recommendation of the Finance Committee that the amount of overage which may be paid by the Treasurer without prior Board approval be retained at \$100.

**Motion**

4. Placement Service.

The Board unanimously approved the recommendation of the Finance Committee that the amount of \$218.28 overage on line 8.06 be paid to cover duplication fees.

**Motion**

The Board unanimously approved the recommendation of the Finance

**Motion**

Committee that the individual subscription rate for the Placement Service be increased from \$15 to \$20.

5. MLA Mailing List.

The Board unanimously approved the recommendation of the Finance Committee that the rental fee for the MLA Mailing List be increased from \$150 to \$200 per 1000 names.

**Motion**

6. Awards Budget.

The Board unanimously approved the recommendation of the Finance Committee that the Epstein Award amount be increased to \$2000 and that all others remain the same. This recommendation is based on income the Committee anticipates from this fund.

**Motion**

7. Unrestricted contributions.

The Board approved the recommendation of the Finance Committee with nine for, zero against, and one abstention, that unrestricted contributions during FY 1998/99 should be designated for the operating budget line 5.01.

**Motion**

8. Investments Subcommittee.

The Board reviewed the report submitted by Richard Burbank, chair.

The report was a recommendation to adjust the risk levels to a slightly more conservative level for the Awards and General Endowment Funds. It was subsequently discussed and ratified by the Finance Committee. Fidelity Charitable Advisory Services has asked that we conduct this review process annually and the Investments Subcommittee, in consultation with the Finance Committee, will do so. The Subcommittee will also consult with FCAS about the possibility of having the deadline to submit FCAS questionnaires changed or permanently extended so that it would fall after the spring MLA Board meeting. Burbank and the Subcommittee were thanked for the report.

Tremendous thanks to the Fiscal Officer and Committee for their fine work.

D. Membership.

The Board reviewed the report submitted by Lynne Jaffe, past chair, and recommendations based on the report from the Plan 2001 Implementation Task Force. Committee recommendations should continue to be made through the Board so that links with initiatives of other MLA committees can be coordinated. Specific Board comments on the report include:

1. Paraprofessionals and generalist librarians.

Chapters are already working on this initiative. The Board wondered if this should be a chapter issue rather than one for the Membership Committee. The Board is not inclined to encourage the Committee to develop the proposal to conduct a national mailing to paraprofessionals at this time. Perhaps other target audiences such as members of the American Musicological and College Music Societies and groups of music professionals such as performers and critics may benefit from MLA membership.

2. MLA-L.

The Board asks the Committee to pursue the idea of using MLA-L as a recruitment tool in consultation with the list owners and to forward a proposal for the fall meeting. [After the meeting it was verified that the Board had established a policy in June 1995 (X.A.1.b.) that the Membership Subcommittee be charged to solicit membership

through a posting on MLA-L at least twice a year; that members recruited via MLA-L be tracked; and that the membership form be posted electronically.]

3. Recruitment and retention.

The Committee needs to examine more closely the balance between recruitment and retention. It should develop individual strategies for recruitment and retention and present these strategies as well as a timetable for implementation to the Board by the next meeting. Boettcher will send a membership status report to the Committee. Walker will appoint the chair of the Organizational Liaison Committee, Judy Tsou, to serve as ex officio on the Membership Committee as one means of coordinating outreach and recruitment efforts. There needs to be a concentrated effort in the area of retention, which should include ways to follow-up with lapsed members. Personal letters could make a difference in this area. Members could be periodically reminded of what their membership dues support as a sidebar or column in the Newsletter or in a mailing. This information could be pulled from the annual reports and used for a variety of applications. Dopp and Campana will work on this. The Committee should write progress report articles for the Newsletter to keep the membership abreast of its activities. It was also noted that developing other links between groups using ex officios (e.g., the Library School Liaison Subcommittee) may be beneficial.

4. Liaison conferences.

The MLA Newsletter Editor is not responsible for soliciting listings of liaison conferences for the Newsletter, but the Organizational Liaison Committee might encourage liaisons to forward such information to the Newsletter editor. The Organizational Liaison Committee may also wish to explore this idea as a web project with the Website Editor.

5. New hires.

It was noted that the Placement Officer has no way to follow-up with new hires. Perhaps the Membership Committee could develop a mechanism for sending a packet of information about MLA and its meetings to this group. Such outreach should be developed in coordination with MLA's Executive Secretary.

The Committee was thanked for its report.

E. Program Committee

1. 1999

a. Program.

The Board reviewed the report submitted by Philip Vandermeer, chair.

(1) Plenary sessions.

(a) Screen Gems: Film and Television Music

The Local Arrangements Committee is enthusiastic about this session and the Board supports its development. Budgetary considerations are reasonable and the proposed presenters are respected, well-known, dynamic speakers. Arrangements may proceed and speakers engaged, pending approval of final budget requests at the fall Board meeting.

(b) The Sky's the Limit: Redefining Collecting Boundaries for Music Libraries; or, When is a Music Library not a Music Library?

The Board feels this session addresses an important issue and has potential. A dynamic speaker (faculty member) needs to be found to address music

library users' concerns. This speaker could represent the patron's perspective as well as someone concerned with collection building. Campana with follow-up with the Local Arrangements Committee about specific Board recommendations.

(c) Perspectives On the Digital Library: Progress and Problems

The Board agreed that the proposed speakers and topic may work out better if scheduled for the Louisville meeting, given the cost considerations. It recommends that the Program Committee schedule only two plenaries, items (a) and (b) above, for the 1999 program.

(2) Program Schedule.

The Board should review the schedule for problems and send them to Vandermeer and Campana. It was noted that the preliminary schedule includes time for chapters to meet and breaks to visit exhibits. The Local Arrangements Committee has reviewed it and suggests that the program begin at 9 am each day instead of 8:30 am to accommodate commuters and out-of-town speakers. Board members commented that perhaps the plenaries could be scheduled from 10:30 am-noon and organizational meetings could be held earlier in the morning to accommodate this concern. However, scheduling plenaries later in the morning would preclude early morning announcements to the group-at-large. Vandermeer should work on the plenaries schedule, which depends on a number of factors. Other groups such as the Education Committee may be able to meet Wednesday afternoon. Vandermeer should consult with groups scheduled for Wednesday to find out if there will be committee membership attendance problems. It was noted that it is not too soon to appoint the Program Chair for 2001.

The Committee was thanked for its report and excellent work.

b. Local Arrangements.

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

(1) Musical events.

LAC Concert.

Walker noted that the Biltmore Bowl has been secured for the LAC concert. Should the original proposal not work out, a back-up concert plan has been proposed and includes using the local chamber group Pacific Serenade. The concert would be open attendance with the hope that the usual concert-goers of this group would participate in addition to MLA meeting attendees.

(2) Entertainment.

Three events are planned: LAC reception, a pre-banquet cocktail hour, and a post banquet dance. Walker reported that the LAC has asked permission to allow the band scheduled for the post-banquet dance to sell compact discs and memorabilia that evening. The Board supports this proposal as it may be advantageous to do so when negotiating with the band, though approving the contract would not be contingent on this request.

The Board endorses the LAC report and profusely thanks the Committee for their flexibility and hard work.

2. 2000

a. Program.

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

The preliminary plans look good and the Board encourages the Committee to develop both proposed plenaries as well as the 1999 postponed plenary on the digital library. Campana will convey the Board's thoughts to the chair.

McTyre was thanked for the preliminary report.

## XI. Special Committees.

### A. Ad Hoc Chapter.

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

Matthews observed that the chapters really liked the survey process and the Boston open forum. She's received very positive feedback. The Board discussed the responses to the survey question on chapter grant proposals. It was noted that the preference of some chapters to not have a firm deadline may encourage chapters to delay in forwarding proposals and it would be difficult to accommodate this change in the current budget procedures.

Walker observed that it's been a long time since an article has been published on how the MLA budget is prepared. Perhaps it's time to do it again as well as include it as a topic in the upcoming Ask MLA session.

The Board is impressed with the Committee's work and looks forward to its final report.

### B. Ad Hoc Task force on Plan 2001 Implementation.

The board reviewed the report submitted by David Farneth, chair. The report was affirmed and the Task Force was thanked for the update.

### C. Awards.

The Board reviewed letters of appreciation to President Walker from this year's recipients of the Kevin Freeman Travel Grant, the Richard S. Hill Award, the Vincent H. Duckles Award, and the MLA Special Achievement Award.

### D. Bibliographic Control.

The Board reviewed the report submitted by Linda Barnhart, chair, including a draft of Committee procedures, and reports on ALA activities from liaisons Harriette Hemmasi, Karen Little, Mark Scharff, and Matthew Wise.

#### 1. Music Thesaurus Project Form/Genre Terminology Working Group.

The Board supports the formation of this group and Boettcher will add it to the Administrative Structure.

#### 2. Music Thesaurus Project Advisory Task Force charge.

The Board discussed the request to add a member-at-large for the purpose of focusing on development and fund-raising activities to support the project. It was clarified that individual groups and committees should not be independently working on fund-raising activities. Rather, they should work through the Development Committee on these types of projects. Walker will appoint someone from the Development Committee as ex officio to the Task Force to facilitate communication and advise.

#### 3. Funding request.

The Board discussed the request of \$1671 to fund airfare for a presentation by Director Harriet Hemmasi on the Thesaurus project at the Biennial Conference of the Australian branch of IAML. Though MLA tangentially supports this project through the work of the Advisory Task Force, it was noted that the operating budget is already over-

extended and funding should directly support the work of the organization. The Board wondered if other avenues for funding have been explored (e.g., IAML US and Australia). It was moved by Ned Quist, seconded, and unanimously carried, that the request for \$1671 for the Director to travel to Australia be denied. It was then moved by Dan Zager, seconded, and carried unanimously, that, in lieu of full funding from MLA, the BCC may wish to consider using a portion of their allotted travel funds to partially fund the trip.

**Motion**

**Motion**

4. Draft procedures.

The Board reviewed the draft and made the following comments on the draft sections as noted: a clause should be inserted stating that the MLA Handbook takes precedence over the BCC document, should conflicts arise (introduction), liaisons should participate at the MLA exhibit desk at ALA meetings (XII.B.), section XII.E. is a good policy, the Committee should consult with the Archives Committee to establish what should be archived and when (XIII.), anything related to the MLA Website must be coordinated with the Website Editor (XIII.D.), suggest changing wording in first paragraph to "Estimates should be realistic so that questions about the veracity of the request will not be made" (XIV.), and from "preferably" to "must be" (XIV.B.2.).

The Board thanked the Committee for keeping it well informed.

E. Public Libraries.

The Board reviewed the report submitted by Jeanette L. Casey, chair.

1. Brochure.

The Committee requests funding for a brochure and mailing labels. The group is not sure if existing brochures would address their needs and have therefore drafted a new one, incorporating the Board's previous suggestions about informational elements. They also looked into acquiring the Public Library Association's mailing list. The Board examined the draft brochure and recommended additional changes. The Board wondered if the chapters had been consulted about the Committee's proposal for mailing the brochures by the chapters. It also asked if a discount on the fee for the PLA mailing list might be available for ALA affiliated groups. After some discussion, the Board recommended that the brochures be shared with the Publicity Officer, Organizational Liaisons, and chapters for distribution, as needed. Given the cost of the mailing list, the Board does not insist that the Committee follow through on this idea. Since mailings were not the original intent of the proposal and usually just get tossed, funding should be spent on producing the brochure. Valerie Elliott (PLA liaison) may want to try to negotiate some type of reciprocal exchange of mailing labels. Brochure proposal B. (printing) looks more cost effective to the Board than A. (design and printing). It was moved by Michael Colby, seconded, and carried unanimously, that the Board allocate \$800 for the printing and distribution of brochures as the Committee wishes. It was then moved by Paula Matthews, seconded, and carried unanimously, that the Board approve the brochure pending a review of the final draft by Zager and Walker. Dopp will work with the Committee on the final draft.

**Motion**

**Motion**

2. Article.

Should an article be accepted for publication in the Public Libraries Journal, it would not require prior Board approval. It should be published under the authors' names. The Board suggests that the Publications Committee may be happy to look at it.

3. Workshop.

The Board considered the request to fund travel expenses for two or three people to conduct a half-day or full-day workshop on music librarianship at the next PLA Conference in Charlotte, North Carolina, March 28-April 1, 2000. The workshop would be an expanded version of the three-hour session presented by the Committee to ALA in New Orleans. The Board was in favor of allowing the Committee to proceed exploring this proposal, while reminding it that funding would need to be requested at the time the budget is addressed for the 1999-2000 fiscal year and would be considered in light of that year's operating budget. The Board also asked that the Committee explore shared funding with PLA.

4. MLA Website.

Proposals to post materials on the Website should go through the Website Editor.

The Committee was thanked for its report.

F. Reference and Public Service.

The Board reviewed the Committee report submitted by Ruthann McTyre, chair, and the Reference Performance Subcommittee's progress report submitted by Alan Green, chair.

The Board supports the Reference Performance Subcommittee's request for funding the third year of the research project on evaluation of reference performance service in music libraries in the amount of \$1633.50.

The Board thanks the Committee and Subcommittee for their reports and is pleased to see the evaluation project moving forward.

XII. Joint Committees.

A. MLA Archives.

The Board discussed the proposal submitted by Jane Edmister Penner, chair.

The proposal requests that a processing subvention in the MLA budget be established to support the processing of MLA archival material. The suggested funding does not cover the processing costs and would essentially be a contribution for taking care of MLA materials. It was moved by Ned Quist, seconded, and carried with nine for, zero against, and one abstention, that a budget line 8.018 be created as a processing subvention for MLA archival materials beginning with FY 1998/99. The Board encourages the Joint Committee to continue to work on developing guidelines to address the current problem of duplication of materials in the MLA Archives as well as the archiving of unnecessary items.

**Motion**

The Board thanked the Committee for its report.

B. MLA/MPA/MOLA

Report postponed for fall meeting.

XIII. Representatives to Other Organizations.

No report.

XIV. External Liaisons.

No report.

XV. Roundtables.

Walker announced that the four that were up for renewal have been renewed. They are Jazz and Popular Music (now coordinated by Victor Cardell), Social Responsibilities, Video (now coordinated by Patrick Hardish), and Women in Music. Dopp received a suggestion from Ian Fairclough related to the collection of renewal letters. The Board discussed this and asked Dopp to follow-up with Fairclough and thank him for his suggestion.

XVI. Old Business.

There was no old business.

XVII. New Business.

A. Proposal for MLA Committee Interns

The Board discussed the proposal submitted by Ian Fairclough. The BCC discussed this item in their report and did not support the proposal. It was noted that this type of program is related to a similar ALA program. The Board felt that MLA already provides for this process without formally calling it an intern program. It should be emphasized at the national conference in the opening remarks, the First-Time Attendees Reception, and the New Members Roundtable meetings that open business meetings are open to everyone. Perhaps the Placement Officer can include in the mentoring process a form for mentors to fill out which will describe mentees professional strengths. The Officer could send this information on to the President for consideration when making appointments.

Fairclough was thanked for his suggestion.

B. Fall Board meeting.

Laura Gayle Green invited the Board to meet in Kansas City, Missouri, September 24-27, 1998. The Finance Committee will begin on Thursday, September 24; the full Board will begin at 2 pm Friday, September 25.

XVIII. Adjournment.

Following expressions of great appreciation and thanks to Deborah Campana, Don Roberts, and Northwestern University for hosting the meeting, it was moved by Deborah Campana, seconded, and carried unanimously that the meeting be adjourned at 10:30 am, Sunday, May 31, 1998.

**Motion**

Submitted by Roberta Chodacki, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. MLA accepts payment by Master Card or Visa for all payments to the Association beginning Fiscal Year 1998/99. (X.C.2.)

2. Established a Form/Genre Terminology Working Group under the Bibliographic Control Committee to participate in the development of the Music Thesaurus Project. (XI.D.1.)

3. Budget line 8.018 created as a processing subvention for MLA archival materials beginning Fiscal Year 1998/99. (XII.A.)