

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
Kansas City, Missouri, September 25-27, 1998

Friday, September 25: 2:05-6:00 pm; Saturday, September 26:
8:35 am-6:00 pm; Sunday, September 27: 8:35-10:00 am.

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

Absent: Ned Quist.

Incoming Treasurer: Laura Gayle Green.

Guest: Susan Hitchens (IX.B. and X.F.).

I. Approval of the Agenda.

The agenda was approved by acclamation with the addition of Section XI.D.5. Special Achievement Award, and reports for Sections VIII.F. Web Guidelines and XVII.A. New Business.

II. Recording Secretary's Report. Roberta Chodacki.

It was moved by Michael Colby, seconded, and carried unanimously,
that the minutes of the May 29-31, 1998 meeting (Evanston) be approved with the
following corrections: page 10, X.A.4., line 2, replace "eight" with "seven"; page 11,
X.C.7., line 2, and page 16, XII.A., line 2, replace "nine" with "eight" in each
instance.

Motion

III. Parliamentarian's Report. Daniel Zager.

Zager reported that no changes have been made to the Handbook since the last
revision. Those changes have been forwarded to Website Editor David Gilbert. Cassaro
suggested that the Board review the software recommendations in the Handbook. The
Board suggested that the Parliamentarian examine the specifications and recommend a
revision to provide flexibility while insuring convertibility. Zager was thanked for his
report.

IV. Treasurer's Report. James Cassaro.

The FY1997/98 Fourth Quarter/Year-End Reports were distributed prior to the
meeting 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 FY1998/99 First Quarter-To-Date Reports were distributed at this
meeting: Operating Budget, Supplemental Income, and an Operating Budget Reserve

report, which calculates the amount of budget surplus from FY1987/88 to the present. These reports show activity up to September 12, 1998.

A. Year-End Financial Report.

1. Overview: Balance Sheet.

The Operating Budget for FY1997/98 ended up substantially in the black, with a surplus of \$16,284.99, due no doubt to the very successful annual meeting in Boston, and the performance of various investment funds. This surplus almost erases the deficit in the FY1996/97 Operating Budget which was in the amount of \$17,614.16. Overall, the gain for FY1997/98 was \$134,590.33, more than double the gain from last year (gain in FY1996/97 was \$65,142.12).

2. Overages in Expenditure lines.

There was one additional, anticipated overage in the expenditure lines of the FY97/98 operating budget that needs Board approval. It is as follows:

a. 8.06, Placement Service: \$174.08

At the spring meeting, the Board approved an overage of \$218.28 in this line. This additional overage is from the final Academic Services bill for the FY and is due to the printing and mailing costs of the placement service Job List. The total overage on line 8.06 was \$392.36.

3. Comparative Overview: Individual Areas of the Budget.

a. Income: \$322,994.05 or 92.07% of anticipated amount.

Comparison: FY96/97, \$296,849.91; 87.40% of anticipated amount; FY1995/96 = \$326,700.16; 89.76%; 1994/95 = 90.13%; 1993/94 = 86.23%; 1992/93 = 87% and 1991/92 and 1990/91 both = 89%. Income overall is fairly consistent.

(1) Dues: \$117,709.00 (86.24%; \$18,783.00 below what was anticipated); for FY96/97 dues were at \$127,434.50 (\$6,790.00 under what was predicted); FY95/96, at \$109,259.40 (\$8,635.60 under what was predicted).

(2) Sales: \$102,546.05 (86.31%; \$16,260.95 under anticipated sales); FY96/97 at \$88,097.63 (\$29,332.00 under); FY95/96 \$111,816.26 (\$29,393.74 under prediction). Sales income seems to be reinvigorated, especially in the area of royalties and publications surplus.

(a) Notes = \$66,224.05 or 84.09%; FY96/97, 82.44% and FY95/96, 89.23%. Royalty amounts from electronic and microform versions far surpasses what was anticipated, while individual and institutional subscribers have again decreased.

(b) Mailing lists = \$9,958.31 or 76.60%; FY96/97, 105.74%, FY95/96, 150.52%. This item in the past has supplanted publications as a significant source of income; with the increase in cost to obtain the mailing list for FY98/99, hopefully the year-end total for this income line will match or surpass that from previous years.

(c) MCB = \$10,533.50, or 61.44%; FY96/97, 62.57%; FY95/96, 64.42%. Music Cataloging Decisions was a big seller last year.

(d) Notes Index = \$414.00 or 27.60%; FY96/97, 93.60%; FY95/96, 64.48%. Sales is dwindling because of age of publication. Hopefully Scarecrow marketing will increase sales.

(3) Meetings.

Surplus balance of \$26,111.93, the largest in memory of this Treasurer; FY96/97, \$4,885.29 and FY95/96, \$10,996.68. It is obvious that this surplus is what carried the operating budget to a very successful end for FY97/98.

(4) Placement Service: \$1,782.00 or 71.28% anticipated income; FY96/97, 70% and FY95/96, 85.25%. Even with an increase in subscription costs, there will probably be a continuing decline over the next several years as more access to this information is done online.

(5) Miscellaneous.

The figure of \$4,112.50 is the final total of sales from the MLA Shop in Boston and by mail order after the meeting. Final expenditures for the shop (line 7.0311) totaled \$1,947.73, resulting in a gain of \$2,164.77. Hopefully, the combination of Silent Auction and MLA Shop at the Los Angeles annual meeting will increase the amount of this surplus.

b. Expenditures: total \$306,709.06 or 87.42%.

Comparison: FY96/97 at \$314,464.07 = 92.59%; FY95/96 \$315,964.39 = 94.99%; FY94/95, 94.99%; 1993/94 and 1992/93 = 86%; 1991/92 = 92%; 1990/91 = 85%. After an initial rise in expenditures, these figures have remained fairly steady over the past few years.

(1) Management Services: \$88,767.09 = 87.70% (FY96/97 100.20%).

(2) Program Expenses (committees): \$19,260.49 = 80.60% (FY96/97 = 88.15%; FY95/96, 88.67%). Remaining money in the line is due to non-expenditure of the money allocated for public libraries outreach.

(3) Other Member Services: \$9,619.95 = 84.34% (FY96/97, 82.03% and FY95/96, 74.56%); nothing unusual to report here.

(4) Publications: \$116,713.94 = 87.41%; (FY96/97, 96.30% and FY95/96, 79.48%).

(5) Miscellaneous.

\$32.32 in line 11.02, Miscellaneous Charges, was a royalty payment to H. Wiley Hitchcock (\$22.07) and David Klocko (\$10.25) for the Earlier American Music series published by DaCapo Press. The balance in that line is bank charges for credit card services.

c. Balance for FY 1997/98 was \$16,284.99.

d. Operating Budget Reserve.

With FY1997/98's budget surplus, the reserve has been increased to the amount of \$31,883.84. Another successful annual meeting, and continued increases in sales and royalty income should help to attain the Board approved policy of maintaining at least \$40,000.00 in reserve for end-of-year cash flow (February 1996 meeting).

e. Supplemental Income totaled \$24,531.98 (FY96/97, \$13,632.31).

These figures continue to represent a realignment of the anonymous donation to the Epstein Fund of \$5,000.00.

(1) Unrestricted: \$2,400.00 (last year \$1,925.00).

(2) Gerboth Fund: \$1,067.00 (last year \$717.00).

(3) Duckles: \$1,200.00 (last year \$1,011.00).

(4) Epstein: \$6,819.20 (last year \$3,356.00). The realignment of this fund: \$2,545.00 raised in FY97/98 (negative amounts in 1st quarter column); additional donations of \$415.00 in 2nd and 3rd quarters plus \$2,225.00 raised in FY96/97 resulted in a total of \$5,185.00 to successfully complete the challenge campaign.

(5) Freeman: \$1,021.00 (last year \$681.00).

f. Endowment Account accumulated principal to June 30, 1998:

(1) Gerboth: \$17,886.27 (last year \$16,819.27).

(2) Duckles: \$20,497.11 (last year \$19,297.11).

(3) Epstein: \$35,770.20 (last year \$28,951.00).

(4) Freeman: \$15,103.60 (last year \$14,082.60).

(5) Special Endowments: \$13,100.00 (last year \$9,100.00). An additional \$3,000.00 in the Wicker Family Endowment Fund brought this total to \$10,100.00 entitling the donor to tell the Association how the donation is to be used. The donor agreed that a percentage of the dividends should be applied to the funding of the First Time Attendees reception at the annual meeting. As it is hard to ascertain where every dollar of this donation has been deposited (setting up various investment accounts split the donations received in ways that are not documentable), it is recommended that the Association consider this fund as an awards fund, deposit donations in like manner, and prepare a dividend report like that of the Epstein and Freeman Fund awards. This is logical in that these awards are paid out of the checking account and the checking account reimbursed from donations made within the FY. The same rubric of withholding approximately 10% for maintenance and preservation of the principal would be applied. This rubric would indicate that \$750.00 would be available to fund the aforementioned reception.

g. Investment Accounts.

(1) Again, no funds were drawn from the Calvert and Fidelity Money Market funds to meet year-end costs. Overall, the total value of MLA's investment accounts increased \$113,132.15 over the course of FY1997/98.

(2) General Endowment Fund.

The GEF increased in value by \$93,802.78 during the last fiscal year (last year's increase was in the \$53,000.00 range). Again, approximately 10% of the GEF is now in socially-responsible investments; the balance in a number of different Fidelity accounts (stocks, bonds, money market).

(3) Awards Endowment Account.

At the end of FY97/98, this account was valued at \$129,272.77, an increase of \$18,707.34 (FY96/97 increase was \$17,621.91). The interest accrued for FY 1997/98 as shown on the Awards Budget report was \$9,991.86 (for FY96/97, \$14,021.18), enough to cover the \$5,277.00 paid out for awards. This interest includes dividends as well as long and short term capital gains on the account.

h. Mutual Funds Activity.

This report documents the dividend and long and short term capital gain income on each of the investment accounts.

i. Publications Budget.

Surplus on income and expenditures for the monographic series amounted to \$7,502.90, which appears in line 2.04 of the Operating Budget. With no new publications in the monographic series in FY97/98, expenditures were low, and sales steady, accounting for the substantial gain.

B. Fiscal Year 1998/99 First Quarter-to-Date (as of 12 Sept. 1998).

1. Overview:

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

2. Operating Budget.

a. Income: \$92,847.33 or 27.12% (FY96/97, 30.81%; FY95/96, 33.86%; FY94/95, 44.40%).

(1) Dues: \$66,683.00 or 53.55% (FY96/97, 54.48%; FY95/96, 58.54%; and FY94/95, 65.33%). Sustaining members have skyrocketed, due to Jane Gottlieb's active campaign to solicit more of this kind of membership. Corporate patrons and members are right on track.

(2) Notes subscriptions: \$18,715.72 or 23.62% (FY96/97 was at 26.36% and FY95/96 was at 31.33%); continues a downward trend from 59% at this point in FY1992/93; increase in advertising costs for the journal should help offset this as well as anticipated royalty income. Royalties in the amount of \$255.79 in line 2.014 are from Ebsco (\$41.88) and Information Access Company (\$213.91) for Notes in electronic form.

(3) Royalties (line 2.05).

The \$27.00 (line 2.0532) in Backlist sales under Scarecrow Press is from a sale through Academic Services. With the dissolution of the separate Publications Budget, there was no other logical place in the budget (with the exception of Miscellaneous Income) to bookkeep this item. Placing it within the royalty income section of the budget at least maintains its relationship with the publication income.

(4) Meetings.

Even though the convention budget has not been set, some income has already been received from local contributions for the upcoming annual meeting in Los Angeles. The receipt of \$1,570.00 in such donations appears in line 3.0141.

(5) Placement Service: \$1,180.00 or 51.30% (FY96/97 at 51.15%; FY95/96 at 50.71%, but down from FY94/95 at 66.88%).

(6) Miscellaneous.

At its spring 1998 meeting, the Board, in order to balance an already overburdened operating budget, approved the transfer of unrestricted donations into the Operating Budget for FY1998/99. Previously, this kind of income was bookkept in the Supplemental Income spreadsheet and was invested along with other donations into various MLA funds (predominately the General Endowment Fund). To date, \$1,829.00 has been received into this income line. It is recommended that we cap this income line at the \$2,400.00 indicated in the FY1998/99 operating budget, and that subsequent unrestricted donations be booked in the Supplemental Income spreadsheet, and invested as has been the practice in previous fiscal years.

b. Expenditures: \$61,177.34 or 17.87% (FY96/97 at 24.87% and FY95/96 at 23.22% overall). There is nothing unusual to report in any expenditure lines. Membership renewal mailings in lines 6.01311 and 6.01312 are always a guess, so MLA should not be troubled by the overage in anticipated expenditures for these sublines. All MLA subsidies have been paid out (Line 7.04). Notes printing line 9.0681 (\$22,673.96) reflects final payment for June 1998 issue (\$13,788.96) and partial billing for the September 1998 issue (\$8,885.00).

c. Miscellaneous expenditures.

Chapter grants were paid out (Line 11.03) to the Midwest Chapter in the amount of \$500.00, to the New England Chapter in the amount of \$200.00, and to the

Mountain Plains Chapter in the amount of \$1,300.00. The (\$182.00) in line 11.019, 1998 convention carryover was exhibitor income received after the close of FY97/98. In line 11.02, the \$231.85 may be broken down as follows: \$110.00 for the renewal fee for two corporate credit cards from the American Express Small Business program (one each for the Treasurer and the President), \$85.00 paid out to a member of the Development Committee as reimbursement of registration costs to attend a LAMA conference on fundraising issues at the June 1998 annual ALA meeting, and \$36.85 in bank charges for credit card dues renewals.

This leaves the Association with a very respectable balance of \$31,669.99 with which to start out the second quarter of the fiscal year, a balance which will be supplemented by the continuation of dues income, sales and the receipt of convention registration fees.

3. Supplemental Income: at \$2,152.59 (FY97/98 at \$5,203.48).

Notice has not yet been received of interest on money market funds, nor for interest on the checking account for September.

C. Other Information.

1. The annual tax return was filed with the I.R.S. on 16 Sept. 1998.

2. The annual letter to the Epsteins regarding the status of the Epstein Fund was sent on 13 Sept. 1998.

3. Letters of information explaining treasurer transition were sent to Preston Morris and Co. (MLA's accountant), Globe Mail Agency (for MCB) and DaCapo Press. New vouchers for reimbursement were sent to authorized budget expenders at the end of August 1998.

4. Two boxes of inactive treasurer files were sent to the Archives.

5. Four boxes of active treasurer files were sent to the incoming Treasurer.

6. The incoming Treasurer was trained.

The Board expressed profound thanks and appreciation to Cassaro for his four years of service as Treasurer.

V. Executive Secretary's Report. Bonna Boettcher.

The following items were distributed at this meeting: Administrative Structure (14 September 1998) and Publications Report, Parts A-C.

A. Administrative Structure.

Following the Evanston meeting, the Administrative Structure and 1998-99 Calendar were updated, copied, and mailed to officers, Board members, editors, special officers, committee, subcommittee, and task force chairs, roundtable coordinators, and chapter chairs. Ascii text of both documents were sent to David Gilbert and Kathy Canfield to load on the website. Since the website now is MLA's official site, these documents will no longer be maintained on the Clearinghouse or on the IU fileservers. The Structure handout is a draft of the current Board version. The Board should review and forward corrections to Boettcher who will forward them to Gilbert and Canfield.

Boettcher asked the Board for its opinion on the necessity of continuing the mass mailings of paper copies of the Administrative Structure, Calendar, and Board Minutes. This information is now available in electronic form and oftentimes the paper copy is dated before it is even distributed. She recommends that paper copy be sent to the

Board and Archives and on demand, as requested. This change could be publicized on the website and MLA-L, and through the Newsletter and notices. Boettcher also questioned the utility of including the Structure in the Handbook and fall issue of Notes, since it is usually quite out of date by the time they appear. The Board supports the recommendation to limit the distribution of paper copies of the Administrative Structure, Calendar, and Board Minutes as Boettcher proposed. It recommends the Structure be retained in a brief form in the Handbook and fall issue of Notes. Announcements should be posted on MLA-L advising the membership when the documents will be available on the website. Boettcher will draft a column for the Newsletter advising the membership of the change. Chodacki will include a notice to accompany the forthcoming Board minutes.

B. Membership.

Renewal letters were forwarded to Jim Henderson on 5 June, in plenty of time for the late-June membership renewal mailing. Renewal forms once again were altered to allow members to include credit-card information for renewal. The renewal mailing also included the employment/specializations questionnaire.

First notices, along with renewal notices for the Placement Service were mailed around 1 July; second notices were sent out mid-August, and final notices have just been mailed. Walker wrote separate letters for mailing to honorary members, corporate member and patrons, and recently-lapsed members. So far, seven lapsed members have rejoined. Notification has been received that corporate patron Harrassowitz has renewed. Jane Gottlieb's campaign to solicit additional sustaining members has been most successful. There are now sixteen (Cassaro noted two more had come in bringing the total to eighteen) sustaining members, while three from last year have not yet renewed. Since the Evanston meeting, nine new student memberships and sixteen new individual memberships have been processed. Boettcher sends new members a welcome letter and chapter information, and Jim Henderson mails out copies of the Membership Handbook. Returning members only receive a Handbook.

C. Publications.

1. Annual Report.

This year's annual report is a bit more complicated than previous years. Academic Services handled orders for MLA publications from 1 July 1997 through 31 January 1998 and for Notes issues and the MCB publications for the entire year; Scarecrow Press handled orders for the monographic series and Music Librarianship in America from 1 February 1998 through 30 June 1998. The publications report consists of three sections.

Part A reflects activity from 30 June 1997 through 31 January 1998. During that time period, 120 units were sold for billings of \$2,315.20. Most activity in the Index and Bibliography Series centered around the Elliot index, with eleven copies sold. Thirty-five copies of the Ashley were sold, making that the top seller from the Technical Reports Series. Small numbers of the other publications were sold, including two copies of Music Librarianship in America. As of 31 January 1998, MCB subscriptions were down to 685.

Part B reflects Scarecrow Press activity from 1 February 1998 through 30 June 1998. During that time period, 146 units were sold, generating billings of \$1,803.86. The report indicates a general rise in sales of backstock distributed relatively evenly over

the entire backstock. This probably reflects the advertising provided by the Scarecrow catalog, which was mailed to the entire MLA membership.

Part C is a cumulative report of all Scarecrow Press and Academic Services activity for the entire fiscal year. Again the Elliot and Ashley volumes were the leaders in their respective series. In total, 266 volumes were sold, generating billings of 4,117.06. Boettcher is checking with Shirley Lambert to find out if this figure reflects the total sales, of which MLA receives half, or MLA's share of the total. [Following the Board meeting, Lambert responded that the figures from Scarecrow reflect total sales, of which MLA receives half.]

It is difficult to judge activity this year in that this is the first year since Boettcher took office that a new publication has not been released. There have been other years with no publications, but Boettcher does not have easy access to those reports to see how activity compares.

Boettcher was concerned to see the old MLA ad, with Academic Services as the contact for ordering, in the Membership Handbook and in the September issue of Notes. Susan Dearborn called Boettcher to ask about advertising MLA publications as she had also just realized that the ads were outdated. After reviewing the contract, which indicates that MLA will provide gratis advertising space and Scarecrow will provide camera-ready ad copy, Boettcher contacted Shirley Lambert with Susan's question. Lambert has directed Scarecrow's advertising manager to work directly with Dearborn on new advertising.

The Board discussed the issue of updating older titles in the various series now that interest is growing from the Scarecrow backlist.

2. Brochures.

Since the Evanston meeting, Boettcher filled eight requests for brochures, mailing out 39 red (MLA) and 41 green (Music Librarianship) brochures. Two larger batches went to the library schools at Drexel and the University of Maryland. In addition, Boettcher has handed out several copies to BGSU musicology students who are interested in music librarianship.

3. Directory of Library School Offerings.

Since May, one copy has been sold. Tim Cherubini should have camera-ready copy of the upcoming seventh edition to Boettcher soon.

4. Copyright Registration.

Volume 54 of Notes was sent, in its entirety, for copyright registration. Certificates for all four issues have been received.

5. Membership Handbook.

The production of this publication becomes more labyrinthian every year, and as the summer waned, Boettcher feared that the Minotaur finally had won. Even though she had relinquished rights for a second proofing, the Handbook still experienced numerous delays. She is considering asking for the first round to be delivered on diskette in a format she could edit, and have A-R do the typesetting work afterwards. Jim Zychowicz said A-R is willing to typeset at a rate similar to Notes. The typesetting bill should be within \$50-\$100 of the 1998 bill. (1998 typesetting: \$2,295.49; at A-R's current rate: \$2,305.60). Two postings of corrections have appeared on MLA-L and a third is in preparation.

The Board suggested that MLA may want to investigate a bulk permit for shipping from Globe. It should also look into inserting a clause into the A-R contract for a late penalty of \$50 a day once a reasonable time frame is established. The Board will recommend to Dearborn that ads should be solicited for an earlier issue of Notes and the Handbook, so the ads won't hold up production. The Board discussed the usefulness of some of the indexes and also noted that some indexes were missing entries. Walker suggested that at the next annual meeting, committees should be polled on their reaction to the indexes.

D. Contributions.

Since the Evanston meeting, Boettcher has acknowledged 45 contributions. Walker acknowledges contributions of \$100 or more. Through 17 September, MLA received 59 contributions, totaling \$3,801.00. During the same period last year, MLA had received 80 contributions, totaling \$5,130.00. The breakdown for the first quarter is:

Patron:	1 contribution	\$1,000.00
Unrestricted:	19 contributions	\$ 829.00
Duckles:	3 contributions	\$ 210.00
Epstein:	6 contributions	\$ 325.00
Freeman:	6 contributions	\$ 230.00
Gerboth:	5 contributions	\$ 245.00
General End:	18 contributions	\$ 962.00

1 contribution is at the patron level

Sixteen sustaining memberships have brought in \$2,240. When added to the contributions, the total in the first quarter is \$6,041. The running total, including the transfer-date value of the shares given by anonymous donors, is 110 contributions, totaling \$14,104.20. That figure is substantially ahead of the same time last year when the total received was \$7,780. The contribution from the Wicker Foundation and other individual substantial contributions account for the differences. The breakdown is as follows:

Patron:	2 contributions	\$4,000.00
Unrestricted:	20 contributions	\$ 879.00
Duckles:	6 contributions	\$ 310.00

1 contribution is in honor of Ida Reed

Epstein:	14 contributions	\$5,589.20
Freeman:	22 contributions	\$ 726.00
Gerboth:	12 contributions	\$ 497.00
General End:	34 contributions	\$2,503.00

1 contribution is at the patron level

If the sustaining members financial contributions are added to the calendar year total, contributions stand at \$16,744.20.

E. Other.

1. Convention Mailing.

The ballot mailing is scheduled to go out early in November, so that the election may close in early December and Walker can notify candidates for members-at-large of the results. Because the annual meeting is late this year, the convention mailing is not scheduled to be sent until 30 November.

2. Donnelley/Haddon/Scarecrow.

The confusion related to the change-over may be approaching a conclusion. Haddon acknowledges shipping the Notes Index copies to A-R instead of to Scarecrow. The following tentative solution has been negotiated: A-R will ship the Notes Index to Scarecrow. A-R will bill MLA for the shipping which it will pay. When Boettcher receives the bill, she will notify the Haddon account representative of the amount and MLA will deduct the amount from the final Haddon bill and will pay the remainder.

3. Letterhead.

Boettcher has been working with BGSU to produce another ream. She will review the proof after this meeting, and after it is approved, production should only take another two or three business days.

The Board expressed grateful thanks to Boettcher for her report.

VI. Vice President's Report. Paula Matthews.

A. Outreach.

Matthews reported on a presentation she made at the International Federation of Library Associations in August on the management of organizations, specifically on her experiences working in a "collective" environment in Holland. While there she also engaged in various outreach activities such as distributing MLA brochures. With Virginia Danielson of Harvard, she is organizing an MLA gathering for an upcoming American Musicological Society meeting in Boston this fall. AMS is interested in outreach to other organizations and developing reciprocal agreements between MLA and AMS memberships (which could possibly be explored through MLA's liaisons). AMS 2000 will be held in Toronto, November 1-5, in conjunction with several other professional music societies, providing opportunities for joint sessions. Matthews relayed the highlights of some communications she has had with other organizations, musicians, and scholars.

B. Chapter Liaison.

Matthews will be attending the Midwest and joint Southeast/Texas Chapters meetings this fall. She asked chapters what they would like her to do at chapter meetings and responses indicate that it would be helpful to hear about programs MLA has to assist chapter members (which may inspire some to join MLA) rather than just campaigning for new MLA members. Matthews plans to become a member of all the chapters. Walker asked if there was an update on the Pennsylvania and Chesapeake chapters. The chapters are meeting this fall and there is not yet anything to report. Cassaro wondered how chapter mergers might affect chapter tax exemption status; whether current forms could be revised or if new applications would need to be filed. Matthews talked with Website Editor Gilbert about the problem of dated information on chapter websites. (See Section X.F.1.a. for additional comment on websites.)

C. Chapter Grants.

The Mountain-Plains Chapter expressed concern that they may not be able to carry out their grant-supported project as originally outlined because one of the driving forces behind the proposal has moved out of the region. Matthews told them they should not feel compelled to follow through; she recommended they re-evaluate the project and return the grant money if they felt they couldn't carry it out. This dilemma serves as a reminder that chapter grant proposals should be for chapter projects, and not based on an individual's commitment to carrying it out.

D. Other.

Steve Wright (coordinator for the Education Committee's Ask MLA sessions) asked Matthews to act as moderator for its upcoming session in Los Angeles: "The Music Library Association: A Guide for the Perplexed."

The Board expressed its thanks to Matthews for her report and wonderful outreach efforts.

VII. President's Report. Diane Parr Walker.

A. Administrative Structure.

1. Recent Changes.

All changes have been reported via email. Walker noted in particular the following recent appointments: Michael Rogan to Program Chair, and Local Arrangements Co-Chairs Jane Gottlieb and John Shepard, for the N.Y.C. meeting in 2001; Placement Officer Search Committee members Carol Tatian (chair), Timothy Cherubini, and Patricia Fiskens; Publicity Officer Search Committee members Judy Tsou (chair), Susan Dearborn, and Richard Griscom. The committees would appreciate suggestions for candidates.

2. Anticipated Changes.

A search committee for the Editor of the Technical Reports Series will need to be appointed; Ruthann McTyre would like to step down from the Reference and Public Service Committee Chair; Brenda Nelson-Strauss from the Preservation Committee Chair; and Robert Acker from the Reproduction of MLA Publications Subcommittee Chair. Discussion ensued about the need for the subcommittee to continue. It was noted that the group has developed a template to address these requests and that the Publications Committee Chair and Notes Editor could probably now address new agreements routinely. It was suggested that we may want to be pro-active in suggesting to Ebsco and other providers with which we have agreements for electronic access to Notes that they consider full text access to enhance revenues. There was general agreement to disband the group. Boettcher and Zager will remove it from the Administrative Structure and Handbook, respectively, after Walker contacts Acker.

B. Correspondence.

1. Personalized renewal letters were sent to Honorary and Life Members, welcoming them to the new fiscal year and inviting them to contribute. Personalized letters were also sent to Corporate Members and Patrons, inviting them to renew their membership in this program. In addition, invitations to join MLA's Corporate Membership Program were sent to three new companies.

2. In consultation with Linda Barnhart (BCC Chair), Walker wrote a letter to the Research Libraries Group expressing regret that a liaison will no longer be attending MLA meetings.

3. Letters of condolence were sent for Mario Casalini and William Schwann, who was a regular donor to MLA and was awarded an MLA Citation in 1983 for his catalogs of recordings.

4. A letter of congratulations was sent to Gordon Theil on his being named the UCLA Librarian of the Year.

C. Contributions.

1. Walker noted the great success of Jane Gottlieb's recent initiative to develop the Sustaining Member category by targeting a group of active MLA members to receive letters inviting them to join her as Sustaining Members. Walker and the Board expressed thanks for her efforts and to all those that responded.

2. Donations to support the Los Angeles meeting have been acknowledged.

D. Contracts and Agreements.

The contract with Academic Services has been renewed through June 1999.

E. Other.

1. Walker attended ALA and its Affiliates meeting with Matthews in June.

2. The Joint Committee on the MLA Archives at the University of Maryland met last week, and Walker transferred one box from the President's files of pre-1992 MLA Committees-related documentation to the Archives.

3. The upcoming MLA/MPA/MOLA meeting is in N.Y.C. Walker wasn't able to attend the meeting last spring (it meets twice a year). John Shepard reported to Walker that attendance at that meeting was low and the presidents of the other two organizations were also not present, nor are they regular attendees. She's not convinced that the most effective way to maintain communication among the groups is to have the Presidents meet twice a year. Zager suggested that the meeting be scheduled at the annual MLA meeting, as MLA is the largest of the three organizations. If Walker is unable to attend the upcoming meeting, she will send a designee, as is often done.

4. Plan 2001 calls for MLA to strengthen ties with other organizations. Lenore Coral, President of IAML-US, reported to Walker on conversations that occurred during the last international IAML meeting about ways IAML-US and MLA might be more closely aligned. Walker noted that a joint committee issued a report in 1985 on this topic and that it recommended keeping things as they were. Walker sent copies of this report to Matthews, Coral, Gottlieb (MLA's liaison to IAML), and John Roberts for their information. One opportunity for coordination will be the planning for the 2002 IAML meeting in the U.S. Walker plans to invite further informal discussion on this issue among these individuals during the upcoming AMS meeting.

VIII. Editors' Reports.

A. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth which outlined the status of three projects. Farneth was thanked for keeping the Board up to date and for his continuing efforts to develop new publications for the series.

B. Music Cataloging Bulletin.

The Board reviewed the report submitted by Philip Schreur in which he states that he is considering beginning preparation of the five-year cumulation beginning with the start of his editorship, and will prepare it in such a way that it will be ready for either electronic or hard copy publication. The Board wonders if Cathy Gerhart plans to do the five-year cumulation for the period prior to Schreur's term. Schreur was thanked for his report and for keeping the publication on schedule.

C. Newsletter.

The Board reviewed the report submitted by Linda Hartig in which she described the revised publication schedule for this fiscal year. Because of the late date of the

annual meeting, the usual third and fourth issues will be combined into one, which will appear in late April. The Board thanked her for continuing good work.

D. Notes.

The Board reviewed the report submitted by Richard Griscom. In his report, Griscom noted that he has been contemplating the idea of letting the video-review column go due to difficulties in soliciting reviews and materials to review. He also invites the Board's thoughts on the prospect of adding a new column. The Board noted that reviews in Notes continue to be the journal's most significant contributions. They serve less for collection development purposes than as reviews of record. The Board posed the question: "What should the MLA journal reflect?" In partial response, the Board congratulated Griscom on the series of articles on special music-related collections in the U.S. This sort of information and documentation seems particularly appropriate for the Association's journal. Griscom also advised the Board that he plans to step down as editor with the completion of the September 2000 issue, filling out a three-year term. Griscom was thanked for his report and excellent work.

E. Technical Reports Series.

The Board reviewed the report submitted by Sherry Vellucci in which she provides a status report on two projects. She also advised the Board she wishes to resign as editor after a five-year term. The Board congratulated her on the near completion of the Guide to Writing Collection Development Policies for Music and thanked her for her contributions to the series and to MLA's publications program.

F. Website.

The Board reviewed the report submitted by David Gilbert. The accompanying draft "Guidelines for the Music Library Association's presence on the World Wide Web" were submitted to the Board and the Publications Committee. Details of the "Guidelines" will be worked out in the committee. Walker asked how the Board felt about posting the draft on the MLA Website before formal approval. The Board agreed it would be helpful in that it may prompt feedback which will aid in refining the draft. It was noted that the Publications Committee will not meet until March to discuss the draft. Board members identified a few areas for investigation:

1. Should organizations for whom links are provided be contacted to see if they want to establish reciprocal links to promote interactive cooperation?

2. What are the archival implications for items posted only on the web? It was suggested that Boettcher confer with Canfield and Gilbert on this issue and that the Archives Committee look at the website and draw up recommendations for what should be archived in consultation with Gilbert.

Walker then noted that now that the Guidelines have been drafted, the charge of the Website Subcommittee is complete. The Editor could from now on work with the Publications Committee on editorial issues. The Board agreed that the charge is complete and thanked the subcommittee for its work. Zager will revise the Handbook and Boettcher the Administrative Structure. The Board expressed praise and congratulations to Gilbert for a great job.

IX. Special Officers' Reports.

A. Advertising Manager.

The Board reviewed the report submitted by Susan Dearborn. It was suggested that she solicit ads for the Handbook at the same time as the March issue (instead of the June issue) of Notes so that the Handbook can appear earlier in the year. Dearborn was thanked her report and her continuing fine job.

B. Convention Manager.

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

1. General comments.

- a. The L.A. convention has a tight room schedule, sessions cannot run over schedule.
- b. LAC is working very hard, especially in the area of fundraising for events.
- c. AV support should be much better this year. The same AV company has worked at this hotel for twenty-four years.
- d. Signage should indicate MLA/SCC wine may not be brought into the banquet.
- e. A Donors' Reception will be scheduled.
- f. The MLA Store and Internet access will be in the exhibit area.

2. Budget.

- a. Colby reminded the Board that it asked Hitchens to build a \$6300 surplus into the Convention earnings budget so that the overall operating budget will balance.
- b. MLA (including the MLA Shop) will not be exempt from the 8.25% California state sales tax.
- c. It was noted that the bulk of the equipment requests came from roundtables this year. The Board agreed that information and recommendations concerning this budget line could be disseminated at the Roundtable Coordinators Breakfast, which will be funded from the Contingency Fund on budget line 10.017. Co-sponsoring sessions should be encouraged.
- d. LAC entertainment budget.

The Committee has close to \$9,000 in outstanding pledges and needs to raise about another \$9,500. The proposed Elmer Bernstein concert costs \$20,000 and MLA is responsible for half. The co-sponsoring agency, the Film Music Society, plans to raise their half through ticket sales to the public. It was noted that MLA typically donates around \$1,000 to support entertainment. The Board is enthusiastic about this concert and its outreach to other organizations, but is concerned that convention expenses may affect MLA ticket sales for this event. The group also expressed concern that SCC may be liable for covering the cost of their share of unsold tickets if sufficient donations have not been received to cover the cost of the concert. The Finance Committee made a three-part motion to assist LAC with this endeavor. The Board unanimously approved the recommendation of the Finance Committee that (1) a deadline for a decision on the sale of tickets to the Bernstein Concert be set for October 26, (2) that a mechanism be found for notifying members if the concert is changed or canceled, and (3) that the LAC secures an arrangement with the FMS in writing, particularly in regard to limits on the MLA Southern California Chapter's liability for concert costs. LAC should establish a date with FMS by which the concert would be canceled if insufficient funds had been raised to cover expenses, and also investigate how any surplus money from the concert will be divided.

Motion

It was moved by Colby, seconded, and carried unanimously that MLA could not assume liability for outstanding concert costs.

Motion

e. Tours

Hitchens will contact LAC to make sure there is a cancellation clause for transportation if funds raised do not cover expenses.

The Board thanked Hitchens for attending the meeting and for her continuing outstanding work.

C. Placement Officer.

The Board reviewed the report submitted by Elisabeth Rebman in which she asks the Board to consider two enhancements which would affect the currency of the web version of the Job List: a provision for the weekly addition of new listings, and a process for revising ads on request. The Board thought these suggestions were worth exploring with Website Editor Gilbert. It was noted that these changes would disenfranchise "paper only" recipients.

Rebman was very warmly thanked for her excellent work.

D. Publicity Officer.

The Board reviewed the report submitted by Leslie Bennett. In response, the Board made the following observations and suggestions:

1. Interest at exhibit tables seems to be in the organization and its services rather than just publications. The content and focus of the exhibit should be revised to focus on these interests. (Refer to Section XIII.A.1. for additional suggestions.)

2. The Membership Committee could assist in coordinating the staffing of exhibit tables as part of its outreach efforts.

3. MLA needs to tailor its exhibit table to appeal to each organization's membership.

4. The distribution of brochures should be coordinated with the Scarecrow exhibit to highlight MLA.

5. Bennett should give Boettcher an inventory of what publications remain and Boettcher will find out what Scarecrow wants to do with them.

Bennett was thanked for her report and her ongoing work to publicize MLA.

E. Reappointment of Special Officers.

1. It was moved by Paula Matthews, seconded, and carried unanimously, that Bonna Boettcher be reappointed as Executive Secretary for another year, with deep appreciation for all the contributions she has made and services she has provided.

Motion

2. It was moved by Paula Matthews, seconded, and carried unanimously, that the Board reappoint the Advertising Manager and the Convention Manager, each for another one-year term, with thanks for their service and fine work.

Motion

X. Standing Committees.

A. Development.

The Board reviewed the report submitted by Laura Dankner, Chair. In response to the question posed in the report, the Board recommends that a cut-off point for donations at the Patron level of \$250 may be a good figure at which to limit attendance at the Donors' Reception. This amount should apply to corporate patrons and members as well as those that have made unrestricted gifts of \$250. The Board also agrees that it would be

appropriate to confer with a consultant on the topic of clarifying the internal giving categories.

Walker will report back to Dankner.

1. MLA Shop.

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

- a. Silent Auction.

The auction is scheduled to take place.

- b. Merchandise.

The Board is enthusiastic about the proposed products. The totes will probably sell well. The Board did express concern over a possible trademark infringement if the proposed logo and color scheme are used for the baseball caps. It suggests using the official MLA logo and perhaps colors other than those of the L.A. team in order to avoid potential problems. Also, the hats may be easier to sell later if they are not site-specific. The subcommittee may then wish to consider selling the magnets at \$4 a piece and make them site-specific, perhaps using the "Angel's Flight" logo. The Board liked the idea of stimulating interest by holding a contest for a bumper sticker slogan, but recommends the subcommittee exercise caution in proceeding on this item. The Board suggests that the slogan contest take place at the MLA Shop in L.A. as a way to get people to the table as well as a way to assess interest in how well a sticker may sell. The Shop would then be offering three new items (tote, cap, and magnet) at this year's meeting. The subcommittee should not feel it has to spend all the money in its budget line. The suggested income figure is intended to ensure MLA takes in more than it spends on the shop. Meeting the specific budgeted amounts is less important than achieving a significant positive balance between expenditure and income.

Dorsey and the subcommittee were thanked for their enthusiasm and inspired work.

The Board expressed its thanks and appreciation to Dankner and the committee for the report and all their efforts.

- B. Education.

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

1. Workshop.

The workshop proposal looks good. Thanks to the committee for its work on this enticing program.

2. Poster Sessions.

The manual is a great idea. The Board is pleased to see that membership interest in this new program seems to be continuing.

3. Ask MLA session.

Matthews will be moderating this session. The panel has not yet been identified. The board should plan to attend this session.

4. Directory of Library School Offerings.

Walker indicated that Timothy Cherubini, the compiler, has been appointed ex officio to the Library School Liaison Subcommittee in order to coordinate his work with that group.

The Committee was thanked for its continuing fine work.

- C. Finance.

1. Convention Budget.

The Convention Budget was distributed as prepared by Convention Manager Susan Hitchens and the Finance Committee.

The Board unanimously approved the following fee schedule:

Early registration:	\$120
Regular & on-site:	\$150
Student:	\$ 65
Single day:	\$ 75
Banquet ticket:	\$ 55
Exhibit table:	\$425
Exhibit Internet connection:	\$250
Program ad rates:	
cover:	\$225
full page:	\$175
half page:	\$100
Preconference Workshop:	\$ 60

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

Motion

2. FY 1997/98 Budget Overage.

The Board unanimously accepted the recommendation of the Finance Committee to approve the overage in line 8.06, Placement Service, in the amount of \$174.08.

Motion

3. Unrestricted Contributions.

The Board unanimously approved the recommendation of the Finance Committee to cap use of unrestricted funds for the FY 1998/99 operating budget at the budgeted amount of \$2400. Funds received in excess of this amount will go to the General Endowment Fund.

Motion

The Board unanimously approved the proposed policy of the Finance Committee that each year at the May/June meeting, the Finance Committee will recommend to the Board how unrestricted donations will be applied for the coming fiscal year.

Motion

4. Resolution.

The Board unanimously approved the resolution of the Finance Committee that Treasurer Laura Gayle Green and Vice-President/President-Elect Paula Matthews be authorized to maintain MLA's financial accounts and conduct financial transactions on MLA's accounts with US Trust, Fidelity Charitable Accounts Service (FCAS), the Calvert Group, and the Parnassus Fund.

Motion

5. Audit Committee.

The Audit Committee consisted of Michael Colby, Paula Matthews, and Victor Cardell. The committee selected two lines of the budget for review: one from income and one from expenditures. The lines selected were 5.022, MLA Shop; and 6.067, Vice-President/Past-President Travel. All was found to be in order. Cardell was thanked for serving on the committee.

Many thanks to Colby and the Finance Committee.

D. Membership.

The Board reviewed the report submitted by Geraldine Ostrove, Chair.

The Board noted the committee's concern regarding the convention schedule. The changes were made as an experiment in an attempt to accommodate chapters' requests to schedule time to meet during the conference. This trial change will be evaluated after the meeting. The Board encourages the committee to focus on the areas addressed in the May 1998 Board minutes. It also suggests that the committee could develop its outreach initiatives by working with the Publicity Officer to address staffing needs at exhibit tables as well as working with the Organizational Liaisons Committee. The Board thanks the committee for its thoughts and looks forward to the committee's next report as it continues this important work.

E. Nominating.

The Board reviewed the report submitted by Marjorie Hassen, Chair.

1. Slate of Candidates.

It was moved by Bonnie Jo Dopp, seconded, and carried unanimously, that the Board approve the slate of candidates for the 1998 election submitted by the Nominating Committee. It was noted that the biographical summaries should be edited for uniformity as outlined in last year's minutes.

Motion

2. MLA Citation.

It was moved by Paula Matthews, seconded, and carried unanimously, that the Nominating Committee's recommendation for an MLA Citation be accepted. The Committee was thanked for its wonderful work.

Motion

F. Program Committee

1. 1999

a. Program Schedule.

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

Vandermeer asked the Board to review the program for final comments. The following observations were made which Campana will report to Vandermeer: delete the Hospitality Suite; add "(Business)" to Wednesday listing for the Publications Committee; add the Donors' Reception on Wednesday, 6:30-8 p.m., indicating invitation only; confirm length of time for Poster Session; delete the Reproduction of MLA Publications Committee meeting; confirm time of Investments Subcommittee meeting on Friday; and various editorial corrections.

It was suggested that it may be helpful to include Gilbert and the chapter webmasters at the Chapter Newsletter Editors Breakfast as a way to facilitate discussion about currency issues and appropriate formats for information. Walker will confer with Hartig.

In the future, groups may want to try to limit meetings to an hour as a way to address the tight schedule. A session on digitized sound reserves is encouraged.

Vandermeer and the committee were thanked for a superb job on the program.

b. Local Arrangements.

The Board reviewed the report submitted by Kathy Glennan and Renée McBride, Co-Chairs.

(1) Entertainment.

Refer to Section IX.B.d. for comments and recommendations.

(2) Banquet.

The Board recommends offering reserved seating for the banquet similar to last year's arrangements. Perhaps a combination of some reserved seating and open seating would work well. The Board looks forward to a wonderful Los Angeles meeting.

2. 2000

a. Program.

The Board reviewed the report submitted by Ruthann McTyre, Chair, which included two ideas for plenaries: a session on Grove and perhaps other reference sources; and a proposal from the Preservation Committee, "Music Publishers, Binders and Librarians."

It was agreed that it would be good to broaden the session on Grove. It might be interesting to include something on the upcoming release of the new Koechel catalog. Several possible presenters were suggested; Campana will relay those suggestions to McTyre. This is a wonderful plenary topic, and potential speakers should be contacted soon. Probably not more than three presenters would be needed, and a librarian might fill the role of respondent. This proposal should be developed further. Board members volunteered to begin making initial contacts with proposed presenters.

The Preservation Committee's proposal is similar to last year's Ask MLA/MPA session. The Board wonders if this topic would be more appropriate as an Ask MLA or committee-sponsored session. Perhaps broadening the topic to include Disaster Preparedness and Recovery would add substance and stimulate more interest. The Board encourages placing this topic on the program as an Ask MLA session or an open committee meeting rather than a plenary.

The Board also suggests continuing to explore previously proposed plenary topics for this meeting: local music and musicians, and the postponed 1999 plenary on the digital library. Of special interest is the current trend toward digitized sound for reserves collections and other intellectual property issues. Local speakers such as Ken Crews should be considered. Suggestions for the local music/musicians plenary topic include John Jacob Niles and Ronald Pen. Walker noted that the Administration Committee's report suggests interest in a program session on the Reference Performance Subcommittee's project to evaluate specialized reference service in music; perhaps this could be explored as a future plenary session topic. Campana will review these recommendations with the committee.

The Program Committee is commended for a wonderful start on plenary session proposals.

b. Local Arrangements.

The Board reviewed the report submitted by Karen Little and Paula Hickner, Co-Chairs.

The group is already very well organized and planning is well underway. In response to questions raised in the committee's report the Board: confirms that MLA will continue to accept credit-card payments, and it recommends that the committee explore who will provide equipment at the registration desk and if a secure server will be in place to make online registration feasible. The LAC should consult with the Assistant Convention Manager to define the "local" area for inviting exhibitors and advertisers. A plenary session on any of the topics suggested in the report would be good. The Board could consider scheduling three plenaries if desired (reference sources, regional music, and digitization in the library).

Boettcher and Green have suggestions for the regional music speakers. Editors of MLA publications should be alerted that publishable materials may come out of plenaries. The Program Committee is in the best situation to know which session(s) may be a good candidate(s). Campana will discuss this possibility with Griscom. The Committee was thanked for its enthusiasm and excellent start.

G. Publications.

No report submitted.

The Board discussed various issues related to MLA publications that came up in connection with the editors' reports. Among them was the suggestion to consider incorporating electronic publications among MLA's offerings. Some chapter publications are already in electronic form. Electronic publications would have budget implications for both expenditures and income. Technical and aesthetic considerations would also need to be addressed. It was observed that the Publications Committee was beginning to examine this idea. The Board also discussed the issue of updating older titles in the various series now that interest is growing from the Scarecrow backlist. A suggestion was made that perhaps a more diverse group should be formed to look at this issue as well as all MLA publications. It may be appropriate to conduct such a study as editorships turn over.

XI. Special Committees.

A. Ad Hoc Task Force on Plan 2001 Implementation.

The board reviewed the report submitted by David Farneth, Coordinator.

It was moved by Michael Colby, seconded, and carried unanimously, that the Music Library Association Request for Proposal, Administrative Services, October 1998, be accepted as submitted with revisions recommended by the Board during discussion.

Motion

The Board recommended a revised timetable (brief summary below) to allow for planning a smooth transition.

November 1, 1998 Information about the proposal circulated.

February 15, 1999 Completed proposals due to Chair of Review Committee.

March 15, 1999 Board begins preliminary review.

March - Fall 1999 Review Committee evaluates proposals and identifies top candidates to bring in to make presentations to the Board.

1999 Fall Board meeting Conduct in-person interviews with candidates.

Fall 1999 Negotiate contract and establish a transition schedule.

July 1, 2000 The start of an initial one-year contract.

Walker will work on appointing a Review Committee and draft a letter to the membership to be sent in a separate mailing alerting them that the RFP process is going forward. The RFP will be disseminated when the letters go out. She will also contact Jim Henderson to find out if he is willing to commit through June 30, 2000.

The Board thanked the committee for a masterful job in pulling together an excellent report. Special thanks to Gottlieb, Farneth, Walker, and Blotner for their outstanding work on the proposal.

B. Ad Hoc Task Force to Conceptualize a Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow, Chair.

It was moved by Paula Matthews, seconded, and carried unanimously, that the

Motion

Board approve the Task Force's recommendation to publish a Basic Manual Series. After much discussion, the Board made the following suggestions:

1. MLA should investigate publishing the series with ALA and develop agreements similar to those with Scarecrow to address royalties. ALA publications reach a wide audience, are producing attractive publications, and are promoting themselves as a publisher for affiliate organizations.

2. The board re-endorses its June 1995 policy (p.14) of paying authors honoraria for publications issued by MLA.

3. Establishing this series may have budget implications since MLA normally pays an honorarium to editors of series. The Board will need to establish this for FY 1999/00. Walker suggested that the Board may want to revisit levels of honorarium after a group looks at the all of MLA's publication endeavors.

4. The series editor and editorial board will need to address who will do copy editing for individual volumes.

5. The Board agrees that a print format is appropriate for this series, but did not exclude the possibility of electronic publication.

6. The Board recommends that the members of the Task Force continue their work on this series as the editorial board for the series. Walker will discuss this with the Task Force.

Congratulations to the Task Force for wonderful, efficient work on a model proposal.

C. Administration Committee.

The Board reviewed the report submitted by Deborah Pierce, Chair.

The Board supports and would like to emphasize the importance of each committee looking at each charge in light of Plan 2001. The committee may want to be in touch with Alan Green to explore his work in the area of specialized reference services as well as Ruthann McTyre and Michael Rogan to discuss potential plenary topics for the meetings in 2000 and 2001. Walker will consult with Pierce regarding the completion of the Working Group's survey. The Board expressed warm appreciation to Pierce and the committee for their fine work and report.

D. Awards Committees.

1. Dena Epstein Award.

The Board reviewed the reported submitted by George Boziwick, Chair. It was moved by Dan Zager, seconded, and carried unanimously, that the Board accept the recommendation of the Dena Epstein Award Committee for the 1999 Epstein Award.

Motion

2. Kevin Freeman Travel Grant.

The Board reviewed the report submitted by Don Roberts, Chair. It was moved by Deborah Campana, seconded, and carried unanimously, that the Board accept the recommendation of the Kevin Freeman Travel Grant Committee for the 1999 awards. The candidates should be asked to attend the business meeting to be recognized. Walker will remind LAC that registration fees and banquet tickets for Freeman award winners are gratis.

Motion

3. Walter Gerboth Award.

The Board reviewed the report submitted by Don Krummel, Chair. It was moved by Paula Matthews, seconded, and carried unanimously, that the Board accept the recommendation of the Walter Gerboth Award Committee for the 1999 award.

Motion

4. Publications Awards.

The Board reviewed the report submitted by Michael Fling, Chair. It was moved by Michael Colby, seconded, and carried unanimously, that the Board accept the recommendation of the Publications Awards Committee for the 1999 Vincent H. Duckles, Eva Judd O'Meara, and the Richard S. Hill Awards.

Motion

5. Special Achievement Award.

The Board heard the report made by Paula Matthews, Chair.

It was moved by Bonnie Jo Dopp, seconded, and carried unanimously, that the Board accept the recommendation of the Ad Hoc Special Achievement Award Committee for the 1999 Award.

Motion

E. Bibliographic Control Committee.

The Board reviewed the report submitted by Linda Barnhart, Chair.

The Board agreed to appoint the proposed Working Group on BCC Website Processes as described in the report. Website Editor David Gilbert will be appointed ex officio to the group. Boettcher will add it to the Administrative Structure and Curtis to the Activity Roster. It was noted that the BCC website provides links to the ALA liaison reports from the ALA annual meeting in June 1998; the Board agreed that reviewing these reports on-line is an acceptable replacement for distribution of paper copies to each member of the Board. The Committee was thanked for its report.

XII. Joint Committees.

No reports.

XIII. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Paula Matthews, out-going MLA Representative to ALA. Matthews commented on several items for the Board to consider:

1. MLA Exhibit Table.

She recommends that the table be refurbished and should be customized to appeal to the intended audiences. It should be designed in coordination with the Scarecrow display, emphasize outreach more, and perhaps provide a small handout which would list MLA's URL and basic organizational information. The Membership Committee may want to recruit at these meetings. It's been noted that MLA fields a number of cataloging questions at the exhibit table and the BCC liaisons could lend their expertise. MLA needs to enhance and maximize its visibility at meetings.

2. Block booking of rooms at ALA.

The Board does not have strong feelings about this. Perhaps interest in booking a block of rooms could be assessed annually. Gottlieb can be explore this if there is interest.

3. ACRL Guidelines for Media Resources in Academic Libraries.

Matthews asked the Board if MLA should endorse the policy. The Board thought it would be difficult to determine which committee should review the policy since the topic is so broad. It was noted that various organizations seem to be reinventing the wheel on related issues. The Board agreed not to act on the endorsement request.

4. Special Invitation to TLA and ARLIS membership for NYC meeting.

The Theater Library Association and Art Libraries Society would like to be involved in programmatic planning or tours for the 2001 New York City meeting. A preconference on fine arts libraries has been mentioned.

Matthews was thanked for the report and her years of service in this position.

XIV. External Liaisons.

No reports.

XV. Roundtables.

No reports.

XVI. Old Business.

No old business.

XVII. New Business.

A. Invitation to Co-Sponsor SLA Conference.

Boettcher recently received an invitation from David Bender, Executive Director of the Special Libraries Association, inviting MLA to co-sponsor "Global 2000," the second worldwide conference on special librarianship, to be held October 16-19, 2000, in Brighton, England. After some discussion, the Board agreed that MLA should express interest and ask who else is participating in order to determine if MLA fits within the context of the event. It was noted that most US-SLA members are from business libraries. This is worth pursuing, and Walker will follow up.

XVIII. Adjournment.

After profusely thanking Laura Gayle Green for hosting the meeting, and Terry Applebaum, Dean of the Conservatory of Music, University of Missouri at Kansas City, for hosting a lovely lunch on Saturday, it was moved by Paula Matthews, seconded, and carried unanimously that the meeting be adjourned at 10:00 am, Sunday, September 27, 1998.

Submitted by Roberta Chodacki, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. Administrative Structure, Calendar, and Board Minutes to be mailed to the Archives and Board members only, and to others on request. (V.A.)
2. Finance Committee will recommend to the Board each year at the May/June meeting how unrestricted donations will be applied for the coming fiscal year. (X.C.3.)
3. Established a Basic Manual Series. (XI.B.)

4. Established a Website Processes Working Group under the Bibliographic Control Committee. (XI.E.)