

MUSIC LIBRARY ASSOCIATION  
Minutes of the Meeting of the Board of Directors  
Los Angeles, California, March 16-21, 1999

Tuesday, March 16: 9:00 am-5:40 pm; Wednesday, March 17: 8:30 am-12:00 pm;  
Friday, March 19: 3:00-3:30 pm; Sunday, March 21: 8:30-10:30 am.

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

Incoming Board Members: Leslie Bennett, James Farrington, Brad Short

Guests: David Farneth (VIII.B., XI.C.), Linda Hartig (VIII.D.), David  
Gilbert (VIII.G.), Susan Hitchens (IX.A., XVII.A.-B.), Don Roberts (IX.A.,  
XVII.A.-B.), Laura Dankner (X.A.), Kathryn Glennan (X.E.1.b.), Renee McBride  
(X.E.1.b.), Ruthann McTyre (X.E.2.a.), Karen Little (X.E.2.b.), James Cassaro  
(XI.A.), Lenore Coral (XI.F., XIV.B.), Laura Snyder (XII.A.), Carol Tatian  
(XII.B.).

I. Approval of the Agenda.

The agenda was adopted as distributed. [Section XI.E. Legislation Committee  
was subsequently renumbered to XI.F., and XI.E. Bibliographic Control Committee  
was inserted.]

II. Recording Secretary's Report. Roberta Chodacki.

It was moved by Ned Quist, seconded, and carried unanimously, that the minutes  
of the September 25-27, 1998 meeting (Kansas City) be approved as submitted.  
Chodacki noted that copies of the revised Index to Board Policies, updated to  
include policies made in 1998, were mailed to Board members in January.

**Motion**

III. Parliamentarian's Report. Daniel Zager.

Zager distributed replacement pages for the Administrative Handbook reflecting:  
revision of sections II.F.8.a. and II.F.11.; the addition of V.H.3.e. Education  
Committee's Education Outreach Subcommittee; the deletion of V.H.8.d. MLA Website  
Subcommittee and V.H.8.e. Reproduction of MLA Publications Subcommittee; and a  
revision of V.I.5.e. Chodacki asked if Section II.D.9 had been revised.

Zager recommended a revision to Section II.A.4.1. Software Standards. The  
Board was in general agreement with Zager's suggestion that the standard not  
identify software by name, but rather emphasize the need for convertibility.  
Assistant Parliamentarian Robert Curtis reported on his recent updating of  
the Activities Roster. Zager and Curtis were thanked for their wonderful work  
on maintaining these documents.

IV. Treasurer's Report. Laura Gayle Green.

The 1998/99 Second Quarter Reports were distributed by mail, and included the  
following sections: Balance Sheet; Operating Budget; Supplemental Income; Awards  
Account; Investment Accounts; Endowment Accounts Accumulated Principal; and  
Mutual Funds Activity.

The following FY1998/99 Third-Quarter-To-Date Reports were distributed at  
this meeting: Operating Budget; Supplemental Income. An additional chart was  
distributed showing how much income has come in the form of credit card  
payments in FY1998/99. These reports show activity up to 9 March 1999.  
Additional income and expenditures for the third quarter are reported below.

A. Overview: Balance Sheet, Mid-year.

The 98/99 FY budget is performing adequately in comparison to other fiscal

year budgets at this time of year. Financial gain in assets at this point last year was \$87,320.69, as opposed to \$46,200.71 this year. This lower figure is due mainly to the fact that the majority of the income from the conference has come in during the 3rd quarter. Despite the dip in investments during the first quarter, they have recovered nicely during the 2nd quarter. Within the Operating Budget, Dues income is lower than last year (73.31% as opposed to 72.54% this year), Sales are down a little (51.68% opposed to 50.03%), Meetings is lower, because of the late date of this year's conference. Placement is up (73.48% as opposed to 64.74% last year). In the Other Income category, the \$2,400 allocation from donations was met just before the end of the 2nd quarter. It is hoped that this year's MLA Shop will increase this amount. Expenditures are a little lower this year than last in Publications and Meetings, which helped make the overall 2nd Quarter expenditures lower. The Supplemental income is lower than last fiscal year at this point by \$4,537.28.

B. Operating Budget (Second Quarter)

1. Overages.

There are no overages to report for the main budget lines.

2. Overview.

a. Income at 45.71% (FY97/98 at 56.77%)

(1) Dues: at 72.54%; a little lower than 97/98, which was at 73.31%. Jane Gottlieb's letter helped garner nearly 200% of the budget in Sustaining members.

(2) Sales: at 50.03% overall (97/98 at 57.15%; 96/97 at 51.68%)

(a) a few Notes and MCB subscriptions are still coming in.

(b) Royalties.

\$1,080.67 was received in the second quarter; mostly for sales of the Basic Music Library publication; this figure covers sales from July to December 1998. A few sales from the Scarecrow backlog: \$27 in royalties.

(c) Other sales.

Income from the Membership Handbook is doing well, and the IU Clearinghouse has gone over its budgeted amount. Mailing list income is quite a bit higher than last year: \$8,808.20 (67.76%) this year; \$3,787.95 (29.14%) last year.

(3) Meetings: 12.58% of budget.

Last year: 33.88% (earlier receipt of registration fees). Registration income reflects approximately 14 regular attendees as of 12/31/98. A few more local contributions have been received. No pre-conference registration was received in the second quarter.

b. Expenditures.

Expenditures were 41.41% overall, lower than FY97/98 at 44.24%.

Management Services: at 57.65%; higher than last year (53.88%). This line will go over if the 1999 Membership Handbook is published in this fiscal year.

(1) Program Expenses: 52.73% of budget.

This is higher than last year (50.39%); most expenditures due to MLA/AMS Joint Committee on RISM (subsidy of \$2,500), RILM Office subsidy (\$6,200) and BCC travel from the 1st quarter. The Development Committee Project has been active, but the other Committee Project lines have not been expended to date.

(2) Other Member Services: 47.05% of budget.

This is higher than this time last year (43.21%).

(3) Publications: 57.63% of budget.

This is lower than last year (59.35%). Inventory management fees are on schedule, except for postage. There was nothing unusual

in MCB expenditures, except that the 5-year cumulative index has not yet appeared. Notes is at 68.11% (lower than last year at this time: 70.04%), although some areas have gone over budget.

(4) Meetings.

Expenditures have been minimal as is usual, reflecting deposits for tour bus costs.

(5) Miscellaneous Charges in line 11.02 includes credit card charges for transactions. This line will most likely go up with the increase in credit card use for conference and exhibitor registration. 1st-2nd quarter credit card income was \$10,586.35 or about 6+% of total income for 1st-2nd quarter; 1st-2nd quarter bankcard payments were \$406.35, or 3.84%.

C. Third Quarter-To-Date Figures.

There have been significant changes to the operating budget figures for the first two months of the 3rd quarter. The majority of the convention income has come in as has a little dues and sales income, while normal expenditures for the period have been paid out. In addition, \$92,430.26 has come in, nearly \$77,000 of that in convention income since January 1, 1999, and expenditures have been \$42,515.93 since 1 January 1999, reflecting expenditures for the convention, the initial payments towards the Membership Handbook, and Bibliographic Control Committee travel.

1. Overages.

Although there are no overages in the main budget lines, there are several lines to watch for the rest of the fiscal year: Executive Secretary, 6.02, Membership Handbook; Vice-President/Past President, 6.06; Placement Service, 8.06, photocopying costs; Notes, 9.06, printing costs; MLA Website, 9.08, additional maintenance; Miscellaneous, 11.0, credit card bank fees.

2. Income.

Income in the third quarter report is primarily related to the convention. Income for the following items listed above: 366 regular attendees, 7 student attendees, 20 additional banquet tickets; registration for workshop received: \$1,510.00 (25 attendees). Credit card income (2nd-3rd quarter): \$10,260.00 in regular registration (85 attendees); \$120.00 in student registration (2 attendees); \$165.00 in additional banquet tickets (3); also \$1,275.00 in exhibitor fees (Library of Congress). Total credit card income to date is \$20,566.35 or about 8% of total income to date. For this fiscal year, credit card transaction charges will continue to be booked in line 11.02, with overages reported to the Board. Next year a separate line for transaction charges will be included in the budget.

3. Expenditures.

Additional convention expenditures include a \$2,000.00 deposit for banquet and local arrangements entertainment, and \$1,354 for deposit on the LAC reception food and wine.

D. Supplemental Income, Second and Third Quarters.

Modest contributions were made to the various funds in the second quarter, including \$255.00 to Duckles, \$55.00 to Freeman, \$205.00 to Epstein, and \$130.00 to the General Endowment Fund. In the third quarter, there was a \$4,018.00 donation from the Epsteins (\$6.033) and a \$225.00 donation to the Freeman Travel Fund (\$6.034).

E. Awards Account.

The value of the account at end of the second quarter was \$134,864.43, compared to \$117,129.92 last year. Dividends, including short and long-term capital gains, amounted to \$5,969.45 (compared to \$6,511.77 in fiscal year 1997/98) at the end of the quarter. The total to date of \$8,002.94 is more than enough to cover the awards this year. The Epstein, Freeman and Gerboth awards were paid out in the 2nd quarter. The rest of the awards will be paid out at this meeting.

F. Accumulated Endowments Principal.

This account totals \$104,172.18 at end of the second quarter, compared to \$92,259.98 at this point in fiscal year 1997/98. This is an increase of \$1,815 from the beginning of fiscal year 1998/99, compared to \$4,010.00 in the previous fiscal year.

G. Investments Accounts.

Most of MLA's funds show an increase in Net Asset Value from the end of the first quarter, offsetting the dip reflected in the first quarter (July).

H. Mutual Funds Activity Report.

This report shows details of earnings (both capital gains and dividends) to date.

I. Other Activities and Business.

IRS 1099-MISC forms (and corresponding 1096 Form to IRS) were mailed on 27 January to 18 recipients of honoraria or wage payments for services that totaled \$600 or more for calendar year 1998. The report to authorized budget expenders will go out after the annual meeting. The MLA Group Tax Exemption report to IRS was completed before the meeting. Green applied for the California Temporary Seller's permit and received the permit for the MLA Shop and Silent Auction at this meeting. Green was thanked for her great 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, Membership Growth and Publications Reports.

A. Election

In November, ballots were mailed to the membership to elect three new Members-at-Large. 867 ballots were mailed; 432 were returned, resulting in a return rate of 49.8%. 4 ballots either were postmarked after the 11 December deadline, or were received well after the deadline with illegible postmarks. No spoiled ballots were received.

The new Board members were added to Board-L early in January. Boettcher noted that the new members elected to rely on the MLA Website for access to relevant documents. Zager supplied print copies of the Administrative Handbook to the new members. She thanked Patricia Falk, of BGSU, for once again counting and verifying ballots.

B. Membership.

1. New Members.

Since the September meeting, Boettcher has processed 16 new individual members, 17 new student members, and 1 new institutional member. All new members are sent a welcome letter, and information about their regional chapter, while the business office is in charge of membership handbooks. Names and addresses of new members are sent to the Vice President/Past President, who notifies chapter chairs of potential new members.

2. Growth Report.

Three columns make up each year's entry. The paid column includes those who actually have paid their dues or subscription fees by 31 January. The unpaid column includes those who have been sent several notices, but have not paid (this number generally is high in the institutional subscriber category, since most institutions' subscriptions are run through agencies, with alternate billing cycles). The total is the total of the two.

a. Memberships.

Individual members stand at 790, down from last year's 820. Student members stand at 104, up from last year's 94. Retired members are at 154, up from last year's 153. Associate members have remained constant at 3. Sustaining members are at 22, up from last year's 8. Life members are constant at 3. Honorary members are at 18. All personal members total 1,092, down from last year's 1,098, a decline of only 0.5%.

Institutional members are at 625, down 1% from last year's 631. Corporate patrons, whose membership fees are \$500, total 8; corporate members, whose annual fees are \$300, total 6.

Total membership is at 1,731, down 0.7% from last year's 1,743.

b. Subscriberships.

Individual subscribers to Notes are at 35, a decrease of 7 since last year, while institutional subscriberships have dropped from 622 to 590, a decrease of 5.1%. Overall, subscriberships have decreased by 5.9%, from 664 to 625.

c. Totals.

Overall memberships and subscriberships as of 31 January are at 2,401, compared to January 1998's 2,453, a decrease of 2.1%.

C. Publications.

The report focuses on the period 1 July 1998 through 31 January 1999.

MLA has completed the first year working with Scarecrow Press, and, generally, the relationship is working out well. The numbers in the report should represent income and inventory relatively accurately: some inventory was returned during the fall. The inventory manager at Scarecrow did say that it's not uncommon for jobbers to return overstocked inventory occasionally. Scarecrow will be reinventorying their stock soon, so Boettcher may receive additional updates on exact numbers of MLA backstock.

1. Index and Bibliography Series.

No new titles have been published in this series. The only titles with no sales are both out of print. The leader is Alison Hall's E.H. Fellowes index, 85 units have been sold, generating billings of \$750.66.

2. Technical Reports Series.

No new titles have been published in this series, either. Again, the only titles with no sales are out of print. The Ashley volume is the leader, with Cassaro's Space Utilization following closely. 119 units have been sold from this series, generating income of \$1,820.23. The Maple/Morrow Technical Report on collection development policies may appear during the summer.

3. Other.

Among the other publications, 8 copies of Music Librarianship in America have been sold. 19 copies of the Cumulated Cataloging Decisions have been sold, while 7 copies of the Notes index were sold. The confusion related to the transfer of the Notes index from Donnelley/Haddon to Scarecrow and A-R seems to be resolved.

From July through January, 247 units have been sold, generating income of \$3,275.55.

Boettcher will be discussing what should be done with titles that are either outdated and/or out of stock with the Publications Committee.

4. MCB Subscriberships.

MCB subscriberships are down from last January's 685, to 653.

5. Inventory.

Boettcher requested that Jim Henderson instruct A-R to remove volume 52 of Notes from inventory; this is standard practice.

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

Tim Cherubini sent Boettcher camera-ready copy for the seventh edition of the library school directory in the fall. In addition to producing 30 copies, Boettcher worked with David Gilbert and Kathy Canfield to mount the directory on the MLA website. So far, no copies have been sold, although copies were sent to Lois Kuyper-Rushing, Cherubini, and to the Archives.

7. Membership Handbook.

The 1999 Handbook is well underway. On 26 January, Boettcher sent hard and diskette copy to Jim Zychowicz at A-R. The project has been assigned to Beth Frasso, who also works on Notes. Frasso sent page proofs to Jim Henderson and Boettcher in mid-February; a collated set of corrections was returned on 1

March. A-R will handle mailing the handbook, including printing mailing envelopes. This will avoid charges for shipping the completed handbooks to Globe in NY. Frasso estimates that the handbooks should be ready to ship on or about 26 April; Jim Zychowicz has confirmed this date. Based on previous years' costs and Zychowicz's estimates, the total bill will be around \$10,000, creating a substantial overage in the Executive Secretary's budget line.

8. Brochures.

Since the last meeting, Boettcher has filled nine requests for brochures, mailing out 221 red (MLA) brochures and 290 green (music librarianship) brochures. The largest mailing was to Leslie Bennett, who needed to restock her supplies. Boettcher and Walker have updated the insert. Supplies of the brochures are dangerously low. Boettcher may print a small run, and she and Matthews are exploring possible alternatives to the present format.

D. Contributions.

Since the September meeting, Boettcher has acknowledged 16 contributions. She acknowledges all contributions under \$100, while the President acknowledges all contributions of \$100 or more. Total contributions for calendar 1998, including sustaining membership, are:

2 patrons	\$4,000.00
22 sustaining members	**\$1,430.00
23 unrestricted contributions, 1 at the patron level	\$1,344.00
11 to Duckles	\$ 590.00
20 to Epstein, 1 at the patron level	\$5,869.20
27 to Freeman	\$ 876.00
16 to Gerboth	\$ 602.00
39 to the General Endowment, 3 at the patron level	\$2,858.00
Total	\$17,569.20

\*\*Only the portion of sustaining memberships that is in excess of regular

dues is reported.

E. Convention Mailing

With a later mailing date than usual, the convention mailing was assembled at a nearly leisurely pace. All materials were sent to Jim Henderson in early November. Many thanks are due to all who assisted, including Philip Vandermeer, the Los Angeles LAC, Laurie Sampsel, Susan Hitchens, and Elisabeth Rebman. Kathy Canfield created a printable registration form for the MLA Website.

F. Convention Program.

The convention program went together well after an initial struggle trying to run an older program on a recently upgraded machine.

G. Other

1. Letterhead.

The final proof was approved on 8 February.

2. New Administrative Structure.

The new administrative structure will take effect at the end of the business meeting on Saturday. Board members are encouraged to report errors to Boettcher. A corrected and updated copy will be sent to Kathy Canfield, our designer, for the website soon after the meeting.

3. In response to a request from Jim Cassaro, Boettcher mailed supplementary materials to those who expressed interest in the RFP for administrative services.

4. Other.

Boettcher continues to receive a variety of inquiries, some of which she forwards on to others, as appropriate.

The Board enthusiastically thanked Boettcher for all her work.

VI. Vice President's Report. Paula Matthews.

A. Liaison Activities.

Matthews reported that her travel budget line has been expended due to attending several chapter meetings (Northern California, Southern California, New England, and Midwest) and a meeting with some members of the MLA Development Committee and a development consultant candidate. She met with American Musicological Society President Ruth Solie to discuss collaborative initiatives and is working on preparing a program for the Toronto meeting. In addition to joining all the chapters and monitoring their listserves, Matthews established a listserve for all the chapters to use as a vehicle for discussion. She noted that the work of the Ad Hoc Chapter Committee stimulated chapter vitality and discussion. Board members are encouraged to attend their chapter meetings in Los Angeles as well as their regional meetings and to report on Board activities at these meetings. Current chapter and national goals should include improving communication and enhancing links with other regional and national groups. Maintaining current information on chapter websites is important in meeting these initiatives.

B. Chapter Grants.

Preparation is underway to encourage chapters to develop grant proposals. The grant submission deadline requires no revision.

C. Chapter Merger.

Matthews reported that the Chesapeake and Pennsylvania Chapters have voted positively to proceed to merge the two chapters. Walker reported that the two chapters met in Los Angeles and that they have reviewed draft by-laws. By May 15, the proposed By-Laws/Constitution will be distributed in a chapter newsletter as well as a ballot to vote on the merger and an implied name change to the Atlantic Chapter. A two-thirds positive vote will be required to ratify the merger. If approved, during the summer the Nominating Committee will propose a slate for Chair and Secretary/Treasurer, two candidates from the Pennsylvania Chapter for the position of Chair, and two from the Chesapeake for Secretary/Treasurer. This slate will ensure a member from each chapter is represented on the board. Current chairs will stay on the board for one year as co-past chairs. Terms will be modeled on the MLA Constitution. A fall joint meeting at the Curtis Institute is planned. The Board may receive a request for ratification at the spring meeting.

The Board expressed its thanks and appreciation to Matthews for her work with the chapters.

VII. President's Report. Diane Parr Walker.

A. New Board members.

Walker welcomed newly elected Board members: Leslie Bennett (Assistant Report Gatherer and Roundtable Coordinator), James Farrington (Assistant Parliamentarian), and Brad Short (Assistant Fiscal Officer).

B. Administrative Structure.

All changes have been reported via Board-L. Walker reviewed some of the appointments: Basic Manual Series Editorial Board members Jean Morrow (coordinator), Linda Barnhart, David Hunter, Deborah Campana, and Peter Munstedt; Education Committee's Education Outreach Subcommittee chaired by Allie Goudy; Ad Hoc Administrative Services Proposal Review Committee members James Cassaro (chair), Bonna Boettcher, Mary Wallace Davidson, David Farneth, Jane Gottlieb, and Richard Griscom; Working Group on the BCC Website members Dennis Davies-Wilson (chair), Ian Fairclough, Laurie Phillips Gibson, David Gilbert (ex officio), Harriette Hemmasi, Amanda Maple, and Suzanne Mudge; H. Stephen Wright to chair of the Membership Committee; Nancy Nuzzo to chair of the Publications Committee; Marlena Frackowski to chair of the Preservation

Committee, and Kathleen Abromeit to chair of the Reference and Public Service Committee; Peter Munstedt, and Therese Dickman to chair, of the Dena Epstein Award Committee; Mimi Tashiro to chair of the Kevin Freeman Travel Grant Committee; Mary Wallace Davidson to chair of the Walter Gerboth Award Committee; and Wayne Shoaf to chair of the Publications Awards Committee. Several other pending changes and vacancies were noted as well.

C. Roundtable renewal.

Walker noted that the Film Music Roundtable is up for renewal this year. Renewals require six letters of support to be sent to the President by May 15.

D. Awards.

Award notices have been sent to the recipients of the Epstein, Freeman, and Gerboth awards and the MLA Citation. They will be announced along with the recipients of the publication awards and the Special Achievement award at the Business meeting. A letter to the recipient of the Special Achievement award will be sent out immediately following the meeting. Walker read the text of the Special Achievement award, drafted by Michael Colby; and the MLA Citation, drafted by the Nominating Committee.

E. Contributions.

Walker acknowledged several contributions over \$100. The Los Angeles Local Arrangements Committee has been actively raising funds for this meeting, in kind or cash in excess of \$11,000. Walker and the LAC have acknowledged the contributions. Walker announced that the Epstein's have contributed over \$4,000 in sales of stock certificates and that the donation does not stipulate raising a matching gift.

F. Correspondence.

Letters of condolence were sent on behalf of the Association to Jan LaRue on the death of his wife, Elizabeth Edwards on the death of her sister Naomi Held, and Katherine Skrobela on the death of her husband.

Walker sent a letter promoting A Basic Music Library to Library Journal, which was published in the February 1, 1999 issue.

G. Other.

Forty invitations to attend a special Donors' Reception were sent to corporate members and patrons and individual contributors of \$150 or more. The event is not listed in the program and is to be held concurrently with the First-Time Attendees Reception. Suki Sommer will host the latter reception, and Board members are encouraged to attend it to greet the first-timers and make them feel welcome. The President's Reception will express appreciation for all those working for the Association.

Walker attended the Development Committee's meeting with a development consultant candidate in Durham, North Carolina in January.

Walker and Matthews exchange roles and files at the conclusion of this meeting. The Board expressed deep appreciation and many thanks to President Walker for her role in leading MLA.

VIII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow, coordinator. It was noted that the report was well thought out and that the proposed topics seem very appropriate. The editorial board is encouraged to proceed to appoint authors and to explore the feasibility of having it published by ALA, which could work through the royalty issue as part of the publication process. Campana will relay this information to the group. Matthews suggested that the editorial board may want to look at Griscom's authors for the Notes millennial issue as potential authors for this series. Morrow should be added to the Publications Committee.

The Board thanked Morrow and the editorial board for their wonderfully

efficient work.

B. Index and Bibliography Series.

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

Print sources are no longer as attractive and the series will probably be a bit stuck until MLA decides what direction it will pursue in electronic publishing. He also noted that he needs to spend more time helping authors. Board members suggested that Scarecrow may be ready to support electronic publication and that they will also route potential authors or submissions to MLA as appropriate. Campana suggested a WPA journal-indexing project, which Dena Epstein wrote about in Notes, housed at Northwestern University, as a possible candidate for the series. Matthews recommended that Farneth may want to contact musicology departments to determine if students have publishable work as well as include information on publication opportunities at the MLA exhibit area. It was noted that it may be beneficial to update existing titles in the series. Farneth commented that it would be helpful to have recommendations regarding revising or pulling older titles in the series.

Farneth was thanked for his wonderful work.

C. MCB.

The Board reviewed the report submitted by Philip Schreur. The Board discussed Schreur's proposal regarding annual and five-year cumulations and recommended that he consult with the Publications Committee, the Website Editor, and the Bibliographic Control Committee on these issues and make a recommendation to the Board.

The Board expressed appreciation to Schreur for the timely production of MCB.

D. Newsletter.

The Board met with Linda Hartig and reviewed her report. Hartig discussed the issue of electronic publication of the regional and national newsletters at the Newsletter Editors' Breakfast. She commented that five chapters currently have their publications available on the web. She also noted that one chapter has been approached with a request to include ads in its print version. There is no national MLA policy that addresses the issue of including advertisements in newsletters. Hartig recommended that the MLA Newsletter be made available on the website simultaneously with the release of the print version, with some minor differences in appearance. It was moved by Ned Quist, seconded, and carried with eight yes votes and one abstention, that the MLA Newsletter be made available in electronic form via the MLA Website.

**Motion**

In response to Hartig's question regarding reprints, the Board cited the "Permission to reprint" policy adopted by the Board in November 1970.

Hartig was thanked for her fine work and her assistance in the reports gathering process.

E. Notes.

The Board reviewed the report submitted by Richard Griscom. In his report, Griscom briefly described articles tentatively slated for future 1999 issues and the March 2000 millennial issue. Board members observed that the millennial issue essay topics may be appropriate for the upcoming Toronto meeting as well as a panel session for an MLA meeting, possibly MLA's 70th anniversary in New York City. Walker and Matthews will be talking with Nuzzo of the Publications Committee about Griscom's comment regarding A-R's potential to publish electronically, and related issues. He reminded the Board that September 2000 will be his last issue.

Griscom was enthusiastically thanked for his excellent work and report.

F. Technical Reports Series.

No report.

G. Website.

The Board met with David Gilbert, and reviewed his report. Gilbert

discussed with the Board his recommendation to convert the site to frames to facilitate maintenance. This change could be done in stages and its cost would need to be incorporated into the budget. He noted that the IU server is quite slow for MLA's purposes and that the Association is limited in what it can do. MLA may want to think about moving to a new server space in order to take advantage of additional features that would enhance the site. Gilbert also noted that chapter websites can be idiosyncratic. It should be stressed that chapters need to be sure their websites contain accurate information and are current. Matthews noted that MLA lacks a unified look for its publications and website and asked if it would be a problem to incorporate a standardized logo on the site. Gilbert said that Canfield would be happy to do so and make it available for use on committee pages. The Board suggested that Gilbert begin to explore the relationships between the site and the MLA Newsletter and other MLA publications, public relations initiatives, and MLA's vendor and exhibiting activities by talking with the newsletter editor, Publicity Officer, Publications Committee, Executive Secretary, and the Organizational Liaisons.

The Board offered profound thanks to Gilbert for his great work on the website.

IX. Special Officers' Reports.

A. Convention Managers.

The Board met with Susan Hitchens and Don Roberts. They reported that they anticipated a good meeting and that the hotel room registration had exceeded the block. The exhibit space is not where they had expected. It is on a separate lower level from the meeting rooms with public access only by stairs. Members remarked that MLA should be compensated for the change and inconvenience. Roberts noted a few new exciting exhibits for this year. Marty Rubin contributed to the support of the opening reception but is unable to attend this year's meeting.

Roberts reported that the convention space in the Louisville Hyatt Regency will be in a compact space limited to two floors serviced by an escalator. The Louisville Local Arrangements Committee does not anticipate being able to attract large donations.

Hitchens and Roberts were thanked for their report and great work.

B. Placement Officer.

The Board reviewed Elisabeth Rebman's final report as Placement Officer. Rebman was warmly thanked for her report, her excellent work over the last five years, and her efforts in adapting the service to the web environment.

C. Publicity Officer.

The Board reviewed the report submitted by Leslie Bennett, Publicity Officer, and discussed it with her. Bennett asked what she should do with display copies. Dopp will inventory the publications in the MLA Archive and make sure there are two copies of each title. It was suggested surplus items could be sold in next year's silent auction, with the leftovers donated to the IAML exchange program. Bennett noted that she compiled a Publicity Officer manual. She suggested that it may be helpful for the new officer to meet with the organizational liaisons.

The Board thanked Leslie for her final report and her four years of wonderful work.

X. Standing Committees.

A. Development.

The Board met with Laura Dankner, chair, and reviewed her report.

1. Development campaign and outside consultants.

Dankner reminded the Board that the issue of bringing in an outside consultant to assist with development activity is not a new initiative. Dankner's goal is to finally bring something to the table for consideration.

It is important to keep the momentum going in development activities.

After meeting with two consultants, her feeling is that MLA is not ready for a full-fledged fund drive. While both consultants had interesting, attractive, and very different approaches, she feels neither one is quite what the Association needs at this moment. The committee proposes going with a scaled-down version of one of the proposals for a smaller fee. Board members noted that it may be difficult to find the necessary funds to implement a change in administrative support services and hire a development consultant to coordinate a feasibility study in the same fiscal year. The consultants observed that centralized administrative services and streamlined donation categories would enhance a fund raising campaign.

Board members suggested that instead of conducting a self study, perhaps the Association just needs to look at what activities it's engaged in now, and will be in the near future through the implementation of Plan 2001, creatively in terms of endowment opportunities. Examples of such endowment opportunities might include sponsoring: an issue of Notes, editors' honoraria, or perhaps Placement Service activities. A model already in place may be the First-Time Attendees Reception, which until this year was part of the convention budget. An open forum on the topic of endowments might assist in this process. (See Section X.C.4. for another comment on the open forum idea.)

The Board recommends that the committee: look into developing a planned giving program, streamline donor categories, begin to develop a list of endowment opportunities, and perhaps identify a list of target donors such as retired association members. It may make sense to hold off on the proposal to hire a consultant at this time until the RFP process for administrative services is farther along. It supports the committee's recommendation to publish a list of donors in the MLA Newsletter as well as articles on donors and annual award winners. The committee should work with the editor and the Publicity Officer to develop the articles and their format. It is important to have "how to donate" information on the web. However, the Board suggests holding off on listing donors on the website. Instead, it asks the committee to consult with the Website Editor on confidentiality issues. After consultation, the committee should make a detailed recommendation to the Board, including which donor types should be listed on the website. Travel support to conduct face-to-face brainstorming sessions between MLA Development Committee members and others should be included in the committee's annual budget request.

2. Marketing Subcommittee.

The Board reviewed the report submitted by Sarah Dorsey, chair. The report summarized the preparations for this year's silent auction and MLA Shop.

Dorsey and the subcommittee were thanked for their wonderful work.

The Board expressed its thanks to Dankner and the committee for their work with the consultant candidates and the thought provoking ideas and suggestions that came out of the meetings.

B. Education.

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

1. Workshop.

The Board discussed the suggested ideas for a pre-conference in Louisville. Both Deiss and Sullivan would be excellent presenters. The committee may want to discuss the proposed mentoring topic with the Personnel Subcommittee. The Board would need a more detailed description of the proposed session on mentoring in order to provide feedback. Some of the other proposed topics may be more substantial: a session on copyright should be discussed with McTyre as the Program Committee is also working on session related to this topic. The committee may also want to explore with the Basic Manual Series Editorial Board the idea of bringing authors and manuals from the series into preconference workshops. Walker or Matthews will forward the suggestions to

the committee and ask that they have a developed proposal for the spring Board meeting.

2. Poster Sessions.

The Board observed that the guidelines are very helpful. There has been a lot of positive response to the sessions.

3. Ask MLA session.

Matthews asked Board members to attend so they may participate in this year's collective session devoted to the Association.

4. Library school directory.

Timothy Cherubini completed the 7th edition in September and it was made available in print and electronic formats in October. He suggested one enhancement to the web version: providing hotlinks to institutions' web addresses.

The Board thanked the committee for the great job it is doing. It has lots of good ideas and proposed projects.

C. Finance.

1. Overages.

The Board unanimously approved the recommendation of the Finance Committee that the following overage in the fiscal year 1998/99 budget be approved: line 11.02, Miscellaneous Charges, in the amount of \$127.82. The overage covers credit card charges for transactions and Administrative Services RFP advertisements.

**Motion**

The Board unanimously approved the recommendation of the Finance Committee that the following anticipated overage in the fiscal year 1998/99 budget be approved: line 6.0281, Membership Handbook, in the amount of approximately \$10,000. The overage would cover the publication of the 1999 handbook.

**Motion**

The Board also generally agreed to approve an anticipated overage to conduct a site visit associated with the Administrative Services RFP review process.

2. Honoraria.

The Board unanimously approved the recommendation of the Finance Committee that the Website Editor's honorarium match that of the MCB and MLA Newsletter editors, beginning with fiscal year 1999/2000.

**Motion**

The Board unanimously approved the recommendation of the Finance Committee that the amount of all honoraria be raised by \$100 for fiscal year 1999/2000.

**Motion**

3. The Board discussed the topic of honoraria for the Basic Manual Series editorial board. It was noted that this group is not analogous to anything currently in place. Matthews and Walker will consult with Morrow and Nuzzo on this issue.

4. Investments Subcommittee.

The Board reviewed the report submitted by Richard Burbank, chair, and a brief history of MLA investments prepared by Michael Colby.

It was noted that the handling of the Permanent Fund, renamed the General Endowment Fund in 1995, is scheduled to be reevaluated in the year 2000. Board members suggested the following avenues for collecting comments for the evaluation process: schedule an open forum on MLA's investment program, consult with the Development Committee, and have the Fiscal Officer write an article for the fall newsletter describing the whole of MLA funds and how the budget is prepared. (See Section X.A.1. for another comment on an open forum.)

Burbank and the subcommittee were thanked for keeping the Board abreast of the Association's investment activities.

Many thanks to the Fiscal Officer and committee for their excellent work.

D. Membership.

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

The Board encourages the committee to develop specific proposals for some of the proposed initiatives. In the area of "membership dues deals," the committee may wish to explore reciprocity with other organizations. It should also work closely with the Development Committee and the Fiscal Officer to discuss the implications of their proposals.

The committee was thanked for its report.

E. Program.

1. 1999

a. Program.

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

Vandermeer and the committee were thanked for their excellent work on the schedule and making time for the chapters to meet. Matthews reported she has received a number of positive comments and that the chapters are grateful.

b. Local Arrangements.

The Board met with Kathy Glennan and Renee McBride, co-chairs, and reviewed their report.

They provided the following updates to the report: a few more local donations have been received, bringing the total to \$11,530, including \$1,000 from MLA; the LAC budget is in the black; the pre-registration count is approximately 450; and the Poncho Sanchez band is including two musicians at no charge. It was noted that the LAC provided a model list of local contacts to the Publicity Officer.

The Board thanked Glennan, McBride, and the LAC for a remarkable, masterful job.

2. 2000

a. Program.

The Board met with Ruthann McTyre, chair, and reviewed her report.

The Board recommends that the committee develop all three proposed plenaries for consideration at the spring Board meeting. Some discussion ensued regarding a tour to Indiana University as well as a possible preconference session there on the Variations project. It was noted that travel to IU would be contingent on the weather. McTyre will discuss preconference topics with Neil Hughes. Matthews suggested that after the program is solidified, a description should be developed for liaison use with groups such as AMS.

McTyre was thanked for the fine report.

b. Local Arrangements.

The Board met with Karen Little, co-chair, and reviewed the committee report.

(1) Tours.

Bloomington

campus. It recommends offering it as part of the pre-registration process so that it can be canceled if there is insufficient interest.

The Board discussed the feasibility of a tour to the

music library

at the University of Louisville.

LAC will look into the feasibility of a tour of the

responsibilities and asked

about funding to develop a convention logo. The Board advised that such costs be included in the convention budget and suggested options for consulting a design student or MLA volunteers with design talent.

(2) Little reviewed the LAC fundraising

(3) Plenaries.

including the local music topic.

The Board is enthusiastic about the plenaries,

(4) LAC reception.

The Board discussed the logistics of transporting

people to and from off-site functions. It also noted that Convention Managers need to assess the availability of escalators, elevators, etc. in their evaluation of hotels.

(5) Banquet.

Open and assigned seating will be provided at the

banquet.

Co-chairs Little and Hickner and the committee are doing a great job.

They are to be commended for organizing early. The strength of the Louisville convention will be in the program.

F. Publications.  
No report.

#### XI. Special Committees.

A. Ad Hoc Administrative Services Proposal Review.

The Board met with James Cassaro, chair, and reviewed his report.

Cassaro shared with the Board a summary of proposals received to date and a general description of the review process the committee has established in order to evaluate the proposals. A site visit is planned to assist the committee in its evaluations. Since the development consultant candidates (Section X.A.1.) noted that a central office for administrative services could help with a fund raising campaign, Walker will send a copy of the Development Committee report to Cassaro. The committee hopes to have a recommendation ready for the Board's consideration at the spring meeting. Funding for the interview process will need to be included in the next fiscal year's budget.

The Board thanked Cassaro and the committee for a great job and is grateful for the time and attention being paid to this process.

B. Ad Hoc Chapter.

The Board reviewed the report submitted by Roberta Chodacki, chair, and discussed it with her. It was observed that all Board members should be chapter members. The Parliamentarian should revise the Handbook so that it conforms to the Constitution. Walker suggested that most of the follow through on the committee's recommendations could be left to the Vice/Past President as liaison to the chapters. The Board recommended that the final report including attachments should be distributed to the chapter chairs and the chairs of the Development, Education, and Membership Committees at this convention. A copy of the report will be posted on the website.

The Board thanked Chodacki and the committee for its work over the last two years and the excellent final report.

C. Ad Hoc Task Force on Plan 2001 Implementation.

The board met with David Farneth, chair, and reviewed his report. Farneth noted that there is about two years left in the initial five-year plan, and a long way to go. He observed that MLA has made good progress in some areas, moderate progress in others, and no progress in yet other areas. One area that needs particular attention is that of outreach/visibility which is why the task force has scheduled a special open forum on the topic at this meeting.

The Board noted that the task force is doing a wonderful job coordinating all the aspects of the plan. Matthews observed that committee reports reflect the fact that people are aware and thinking about Plan 2001 objectives. Farneth echoed others that MLA needs centralized administrative services to coordinate all the initiatives; volunteers cannot do everything.

Farneth and the committee were thanked for keeping the Association and Board current on Plan 2001 activities.

D. Administration.

1. Working Group on Surveying Music Library Personnel Characteristics.

The Board reviewed the report submitted by David Lesniaski, chair.

The history of the project was discussed for the benefit of the new

members. The Board recommends that the data set be permanently housed in the MLA Archives as well as a print copy of the data. It concurs with the recommendation that the original questionnaires should be destroyed. The Board noted that committee and working group reports do not as a matter of course get published and that decisions about publication in Notes are the purview of the editor. The clearinghouse may be an appropriate vehicle through which to share the results.

The Board thanked Lesniaski and the working group for their several years of work on this project and the final report.

E. Bibliographic Control.

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

The Board encourages the committee to move forward on the proposed formation of a joint ALA/ACRL/RBMS Bibliographic Standards Committee and MLA committee to work on producing cataloging guidelines for early printed music. BCC may need to adjust its travel budget line request to support travel to ALA midwinter.

Barnhart and the committee were thanked for the report.

F. Legislation.

The Board met with Lenore Coral, chair.

Coral referred the Board to the reports she regularly posts to the listserv regarding activities related to copyright and the Digital Future Coalition. She recommended that MLA think about its ability to continue to support the DFC. She reminded the Board that there is no dues structure in place and that the DFC would appreciate it if we could increase our annual donation. Walker asked Coral to make a recommendation to the Board on this item for consideration in the fiscal year 1999/2000 budget.

Coral reported that nothing formal has come out of the UCLA hearings on distance learning/copyright. It is still up to each institution to assess its tolerance for risk in the area of electronic reserves and digitization projects.

The Board thanked Coral and the committee for their continuing fine work in keeping track of current legislative issues, and keeping MLA informed and involved.

XII. Search Committees.

A. Technical Reports Editor.

The Board met with Laura Snyder, chair. The committee also included

Elizabeth Davis

and Morris Martin. It was moved by Bonnie Jo Dopp, seconded, and carried unanimously, that the Board accept the recommendation of the search committee that Philip Vandermeer be appointed Technical Reports Editor, effective July 1, 1999. The committee also recommended that Vandermeer should report to the Board in one year's time on the viability and future directions of the series.

**Motion**

B. Placement Officer.

The Board met with Carol Tatian, chair. The committee also included Timothy Cherubini and Patricia Fisk. It was moved by Michael Colby, seconded, and carried unanimously, that the Board accept the recommendation of the search committee that Paul Orkiszewski be appointed Placement Officer, effective at the conclusion of the Los Angeles meeting. The committee also recommended appointing an assistant placement officer to help out during the annual meetings. The

**Motion**

Board asked Tatian to submit a proposal describing how this would work.

C. Publicity Officer.

The Board reviewed the report submitted by Judy Tsou, chair. The committee also included Susan Dearborn and Richard Griscom. It was moved by Ned Quist, seconded, and carried unanimously that the Board accept the recommendation of the search committee that Alan Karass be appointed Publicity Officer, effective at the conclusion of the Los Angeles meeting. Walker will report back to Tsou.

**Motion**

The Committees were thanked for their fine job in finding such wonderful appointees for these positions.

XIII. Joint Committees.  
No report.

XIV. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Jane Gottlieb. The Board approved the request to provide a reciprocal link to the ACRL Arts website. It also supports Gottlieb's recommendation to invite the Dance Librarians Discussion Group and the Theater Library Association to attend the MLA 2001 meeting, and consider a plenary session on "Documenting the Performing Arts." It agrees that there are benefits to bringing MLA members together at ALA meetings and asks that Gottlieb submit a budget request to support these gatherings. The Board recommends that the Publicity Officer coordinate work among the Executive Secretary, the Advertising Officer, and the Convention Manager to develop an informational flyer to give to vendors expressing interest in exhibiting at MLA meetings, advertising in MLA publications, or mailing list rentals, along with corporate membership information. Matthews noted that this brochure would also be good for liaisons to use in outreach activities at other meetings.

Gottlieb was thanked for her excellent report and for keeping the Board informed.

B. NISO.

The Board met with Lenore Coral who reported that the International Standard Record Code is being revised. She also apprised the Board of activity related to an International Standard Work Code. This code is principally supported by international performing rights agencies and if implemented, would number every musical work or recognizable incipit in the world. It is viewed as a control device for the rights of every "musical work." She reported that ISO is supposed to be reviewing the standards for library statistics and that if IAML is permitted to send a representative to the ISO committee meeting, it will probably be Coral. ARL is redefining how they are calculating statistics. The new ARL standards will place electronic products into a separate category and may also change the way documents are counted.

Coral was thanked for her report and work in keeping track of international standards.

XV. Roundtables.  
No report.

XVI. Old Business.  
There was no old business.

XVII. New Business.

Susan Hitchens and Don Roberts met with the Board to discuss the invitations to host the 2002 and 2003 annual meetings.

A. 2002 Meeting Invitation.

It was moved by Ned Quist, seconded, and carried unanimously, that the Board accept the invitation to hold the 2002 meeting in Las Vegas, pending satisfactory hotel arrangements. The University of Nevada at Las Vegas and the Mountain Plains Chapter are very supportive. Hitchens and Roberts will prepare for a site visit. It was noted that room rates may be more reasonable for this meeting.

**Motion**

B. 2003 Meeting Invitation.

It was moved by Ned Quist, seconded, and carried unanimously, that the Board accept the invitation to hold the 2003 meeting in Austin, pending satisfactory hotel arrangements. The Texas Chapter has sufficient support for local arrangements activities. Hitchens and Roberts will proceed with a site visit.

**Motion**

The Board suggests scheduling both the 2002 and 2003 meetings sometime in mid to late February in order to avoid conflicts with ALA meetings and facilitate the mailing of registration packets.

C. "Best of Chapters" Session Proposal.

The Board reviewed the proposal submitted by Brian Cockburn. The Board supports the proposal and recommends that, with the chapter chairs' agreement, Cockburn should coordinate the session for its first trial year. If it is successful, the session can be scheduled as an on going program, coordinated by an annually elected chapter chair per the proposal. The Board also supports the suggestion that selected presenters in need of assistance to travel to the national meeting may have their chapters apply for chapter grants for this purpose. Walker will follow-up with Cockburn.

Cockburn was thanked for his proposal and his interest in supporting and developing chapter initiatives.

D. Spring meeting.

Curtis reminded the Board that the next meeting will be at the New Orleans Hyatt Regency. The Finance Committee will meet May 20-21; the full board will meet May 21-23, with meetings beginning at 2 pm on Friday, May 21. The due date for submission of annual budget requests will be moved up to April 15, and reports to the President will be due April 26, in order to accommodate the change in spring Board meeting dates.

XVIII. Adjournment.

President Walker was thanked for shepherding the group the past two years, and outgoing Board members Deborah Campana, Michael Colby, and Daniel Zager were thanked for their contributions. It was moved by Daniel Zager, seconded, and carried unanimously, that the meeting be adjourned at 10:30 am, Sunday, March 21, 1999.

**Motion**

Submitted by Roberta Chodacki, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. MLA Newsletter will also be available in electronic form via the website. (VIII.D.)
2. Website Editor's honorarium will match that of MCB and MLA Newsletter editors. (X.C.2.)