

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
New Orleans, Louisiana, May 21-23, 1999

Friday, May 21: 2:00-5:50 pm; Saturday, May 22: 9:00 am-6:15 pm; Sunday, May 23: 8:30 am-12:10 pm

Present: Leslie Bennett, Bonna Boettcher, Roberta Chodacki (recording), Robert Curtis, Bonnie Jo Dopp, James Farrington, Laura Gayle Green, Paula Matthews (presiding), Ned Quist, Brad Short, Diane Parr Walker.

Guest: Laura Dankner (X.A.)

I. Approval of the Agenda.

It was moved by Ned Quist, seconded, and carried unanimously that the agenda be approved with editorial corrections.

Motion

II. Recording Secretary's Report. Roberta Chodacki.

It was moved by Ned Quist, seconded, and carried unanimously, that the minutes of the March 16-21, 1999 meeting (Los Angeles) be approved as submitted.

Motion

III. Parliamentarian's Report. Robert Curtis.

Curtis distributed replacement pages for the Administrative Handbook reflecting revisions to sections II.D.9. Recording Secretary and VI.C. Chapters. Curtis was warmly thanked for his work on the handbook as was Jim Farrington for his work on the Activities Roster.

IV. Treasurer's Report. Laura Gayle Green.

The 1998/99 Third Quarter Reports were distributed upon check-in, 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 FY 1998/99 Fourth-Quarter-To-Date Reports were distributed upon check-in: Operating Budget and Supplemental Income. These reports show activity up to May 15, 1999.

A. Year-to-Date Financial Report.

At the end of the Third Quarter, the 98/99 FY budget is running below that of the 97/98 FY budget. At the same point last year, the gain was \$131,995.83 for FY1997/98; as compared to \$109,178.79 for FY98/99. Although the Operating Budget balance at the end of the quarter shows a healthy surplus heading into the last quarter of the FY (\$48,658.33 as compared to \$33,486.46 for FY 97/98), most of the convention bills have not yet been paid. Overall, the third quarter shows lower income than the last fiscal year in Placement Service and Other Income, but higher in other categories (Dues, Sales, and Meetings), and expenditures lower in Other Member Services and Meetings.

1. Income.

a. Dues income is much less this FY than last FY at this time; 75.88% (\$94,498.50) of the budget as compared to 76.05% (\$103,800). The increased amount of Sustaining Members, Corporate Patrons and Members has certainly helped this particular kind of income. After an initial surge in dues income, which resulted from the dues increase in FY94/95, the figure has slowly dropped over the past several years.

b. Sales and Convention income, however, is again becoming the area of the budget that carries the income. While Notes subscriptions may be down, Advertising, Royalties and Publication Surplus are either on par or well above that expected. Mailing lists are doing well, despite the increased charges.

2. Expenditures.

Most of the anticipated overages were discussed at the March Board meeting. The payments for getting the Membership Handbook back on track begin to show up in this report (6.0281). Treasurer supplies (6.035) went over significantly, and Vice/Past President travel (6.067) went over and will continue to do so through the fourth quarter.

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

1. Overages.

The Executive Secretary line continues to go over due to the Membership Handbook as well as the Vice President/Past President line. Line 11.02 continues to go over with credit card charges from the conference.

2. Review of 1998/99 Operating Budget to Date.

a. Income: 75.99% or \$277,953 (FY97/98 at

85.28% or \$299,173).

(1) Dues: 76.39% or \$95,123.50, lower than

FY97/98 which was at 77.01% or \$105,108.

(2) Sales: 68.79% overall or \$80,727 (last year at

76.94% overall or \$91,414).

(a) A few royalty checks have come in and were just deposited (less than \$1000 in income not reflected in these reports).

(3) Meetings: Most of the bills are in; reimbursements from MOUG and RILM are expected (less than \$5,000); at least one more workshop bill is expected. Convention income stands at \$93,507; expenses at \$84,027 (with MOUG included); surplus at \$9,480 (last year's surplus was \$26,304.87).

(4) Placement: income is at 77.17% of the budget or \$1,775 (last year at 67.74% or \$1,693.50).

b. Expenditures: 83.02% or \$303,699.55 overall (FY97/98 at 81.45% or \$285,766.67).

(1) Management Services: 89.59% or \$89,798; higher than last year (79.47% or \$78,841.39). Additional expenditures on this line will be the Academic Services final bill, the Membership Handbook final bill; and officers' and board members' travel for the May Board meeting. There is one correction to report: \$200 was booked in line 6.0281 in error in the first quarter, it should have been booked in line 9.0384. The first quarter booking was corrected in the fourth quarter update.

(2) Program Expenses: 81.33% or \$19,061.86; higher than last year (70.93% or \$16,949.19). The Bibliographic Control Committee is under budget; the Public Libraries Committee has not used any of its budget; the Reference Performance Subcommittee bill was just received; and the MLA Shop budget has not been fully expended.

(3) Other Member Services: 68.18% or \$7,343.31; less than last year (72.29% or \$8,245.40).

(4) Publications: 81.41% or \$100,074.70; last year 81.81% or \$109,246.53. There will be additional expenditures in MCB (line 9.03), Newsletter (line 9.04), and Notes (line 9.06, editor honoraria and miscellaneous editor expenses).

(a) Notes at 89.39% or \$73,944.02; last year at 86.01% or \$79,559.26.

c. Prediction: as of May 15, 1999, the operating budget balance is -\$25,746.50. Given an anticipated ca. \$43,556.32 in additional expenditures, with some additional income (maybe \$10,544.04), expenditures may exceed income for the year.

C. Supplemental Income.

1. Line S6.03 Award Endowment Funds.

Reflects total of what was donated at the Los Angeles meeting.

2. Line S6.04 Interest.

Total of \$64.86 on checking for fourth quarter reflects only

April interest.

3. Line S6.033 Epstein Fund (Fourth quarter).
An additional \$4,018 was donated by the Epsteins in the beginning of the third quarter (and reported on at the last Board meeting).

4. Line P8.0, GEF.
The Friends of Diane Parr Walker quiet campaign garnered the majority of the contributions in this line, nearly \$1,900. A few checks were deposited just before this meeting as well, too late to be included in the report.

D. Awards Endowment.
1. Reinvested dividend accrued during Third Quarter was \$2,571.23.

2. Total dividend to date of \$10,574.17 was more than enough to cover award expenditures this year (\$6,633.66 of which \$783.66 was the First Time Attendees Reception cost paid out in the fourth quarter).

3. Green recommended that the Freeman award for 2000 be set again at \$1,500.00 and the Epstein award raised to \$3,000.00. This increase is a conservative amount based on dividend accrual and under the rubric that a percentage of the dividend remains in the fund for management purposes. It is important to offer a slightly higher amount each year as the funds grow, but not such a large increment that might compromise the total value of the account. At the end of the third quarter, 42% of the awards endowment was again in the Epstein Fund and 16% in the Freeman. This results in \$3,330.86 available for use for Epstein and \$1,268.90 for Freeman.

E. Accumulated Endowments Principal, Third Quarter.
The total is \$95,315.18, compared to \$94,332.98 at this point in FY97/98. This includes:
1. Gerboth at \$18,216.27 (\$17,886.27 last year)

2. Duckles at \$20,987.11 (\$20,472.11 last year)
3. Freeman at \$15,683.60 (\$15,053.60 last year)
4. Epstein at \$40,428.20 (\$30,821 last year)
5. Special Endowment Funds at \$13,100 (\$10,100 last year)

F. Investment Accounts, Third Quarter.
There have been increases in all areas of the Investment accounts. As of May 10, 1999 trade, the GEF/FAMS was at \$512,111.85.

G. Other Activities and Business.
1. The IRS has changed mileage reimbursement to \$.31 per mile. MLA's reimbursement rate for mileage for FY99/00 will reflect the same figure.

2. Filed California sales tax for MLA Shop and Silent Auction (\$338).

3. Annual report to the Epsteins will go out after the close of the fiscal year.

Brava to Green for her work in maintaining MLA's records and her excellent report.

V. Executive Secretary's Report. Bonna Boettcher.
The following items were distributed at this meeting: Administrative Structure, 1999-2000 Draft Calendar, 30 April Growth Report, Updated Fact Sheet, and a Draft Corporate Fact Sheet.

A. Administrative Structure.
The Board should carefully review the Administrative Structure for errors. Chapter information needs to be updated. Dopp will verify current roundtable coordinators. Direct questions about committee memberships and appointments to Matthews. Per last fall's decision, the annual calendar and administrative structure mailing has been suspended, since updated information is available on the website. Copies of the final version will be sent to Board members, Jim Henderson, Phil Schreur, and special officers.

Outgoing Board members were removed from MLABD-L on 3 May. The March 98-March 99 MLABD-L correspondence for the Archives will be printed out soon.

B. 1999-2000 Calendar.

A number of dates in the calendar are predetermined: renewal mailings, financial reports, etc. Those that change generally are based on Board meetings and the annual meeting. The ballot mailing is scheduled for 12 November and the convention mailing for 17 November. This should allow sufficient time for mailings to get to the membership before the holiday surge. Please advise Boettcher of any needed additions or problems as soon as possible.

C. Membership.

1. The 30 April 1999 membership figures have been added to the April membership chart, which now contains membership figures for 1990 through 1999. The 30 April report is the most accurate because all non-renewing members have been purged from the "current" list. The membership figure is not as grim as last year. The decline in individual memberships is almost offset by the increase in sustaining memberships. Overall, the drop in memberships is only 0.6%. Subscriberships, however, have continued to decline, this year by 7.5%, and even more if the drop in institutional memberships is considered. The overall drop in memberships and subscriberships is 62, or 2.8%, compared to an 8.2% decline last year.

2. Since the Los Angeles meeting, MLA has added 8 new individual members, 10 new student members, and a corporate member.

3. The renewal mailing once again is planned for 1 July.

D. Publications.

1. Brochures.

Boettcher has filled 8 requests for brochures, sending out 3 red (MLA) and 8 green (Music Librarianship) brochures.

2. Membership Handbook.

The Membership Handbook is out and back on schedule.

3. Directory of Library School Offerings, 7th ed.

Since the Los Angeles meeting, 2 copies have been sold and 2 mailed to Alan Karass for display purposes.

4. Other.

Boettcher will report on the 1998-99 publications sales at the fall Board meeting. A few copies of backlist titles have been sold.

E. Contributions.

Including contributions made at the Los Angeles meeting, MLA has received 51 contributions totaling \$2,695.00 since early March. This compares favorably to last year, when \$2,116.00 was received from 52 contributors (not including the \$3,000 contributions from the Wicker foundation). Boettcher has acknowledged all contributions of less than \$100, while Matthews has acknowledged contributions of \$100 or more. A joint letter was prepared to acknowledge those who donated in honor of Diane Parr Walker. Contributions break down as follows:

Epstein:	4 contributions	\$ 77.75
Freeman:	11 contributions	\$ 528.00
GEF:	36 contributions	\$2,089.25

The campaign to contribute to the GEF in honor of Walker netted \$1,550.00 in contributions. In addition, one member upgraded to the sustaining level during the annual meeting.

F. Miscellaneous.

1. Stationery.

A second ream of letterhead was printed in mid-April, half of which is left. Send requests for stationery to Boettcher.

2. Labels.

Boettcher can generate a set of mailing labels that corresponds to the Administrative Structure (chairs, etc.). The file was sent to Ned Quist for the budget mailing, and a set of labels plus the file to Ruthann McTyre for the first program mailing. Board members should let her know if labels are needed.

3. Fact Sheets.

The updated general fact sheet reflects current membership and subscribership numbers. The corporate fact sheet is a first draft and was assembled in response to numerous requests for having this information easily accessible, especially at the MLA exhibit tables. Boettcher welcomes comments, especially regarding the order of the layout.

Profound thanks to Boettcher for her organizational magic keeping us afloat.

VI. Past President's Report. Diane Parr Walker.

Walker began by thanking everyone for contributing to the GEF in her honor.

A. Chapter Liaison.

1. Chapter meetings at the annual conference.

Walker reported on her communication with chapters this spring. She used the chapter chairs listserve set up by Matthews to publicize the chapter grant deadline and to collect chapter feedback on the recently held chapter meetings in Los Angeles. Comments ranged from very enthusiastic to non-committal. Walker recommends that scheduled chapter meetings at the annual meeting continue as there seems to be a general consensus that they can be valuable.

2. Merger.

Walker reported on the Chesapeake-Pennsylvania chapters merger process. A ballot went out to both memberships after a joint March meeting to vote on the proposed merger, the constitution, and a name change to the Atlantic Chapter. The vote was unanimous in favor of the merger.

It was moved by Diane Parr Walker, seconded, and carried unanimously, that the Board approve the merger of the Chesapeake and Pennsylvania chapters to form the Atlantic Chapter. **Motion**

It was noted that chapter chairs Brian Cockburn and Betsy Walker worked very hard on this process and were instrumental in its success. Remaining tasks include: charging a nominating committee to develop a slate of candidates for chapter officers, reporting the change to the IRS for tax exemption status, and contacting Richard Griscom so that an announcement may appear in Notes.

3. Best of Chapters session.

Walker discussed the Best of Chapters session scheduled for the Louisville meeting. The idea came from Brian Cockburn and was collectively proposed by the chapter chairs. (See also Section XVI.A.)

4. Chapter meetings.

Last week, Walker attended the Mountain-Plains Chapter meeting in Las Vegas. The meeting coincided with a site visit by MLA's convention managers to prospective hotels for the 2002 annual conference. The chapter discussed the process of selecting a session to propose for the Best of Chapters session. Matthews suggested that Board members talk about this process at their chapter meetings. The New England and Mountain-Plains chapters plan to use their boards in the selection process. Walker has received and accepted an invitation to attend the New York State-Ontario Chapter meeting this fall. Board members reported on upcoming chapter meetings.

B. Chapter Grants.

The Board reviewed grant applications from the New York State-Ontario and Southeast chapters and then agreed to vote on each request separately.

It was moved by Ned Quist, seconded, and carried unanimously, that the Board approve a grant of \$1000 to the New York State-Ontario Chapter to support travel costs for outside speakers at its fall meeting, which will celebrate the careers of James B. Coover and Carol J. Bradley on the occasion of their retirement. It was noted that Coover and Bradley were founding members of the chapter. Board members feel it is quite meaningful that the chapter proposes to offer the papers to Griscom for an issue of Notes. Matthews asked Farrington to draft a note from the Board to bring to the chapter meeting.

Motion

It was moved by Ned Quist, seconded, and defeated unanimously, that the Board approve a grant of \$2000 to the Southeast Chapter to produce and distribute nationally a brochure advertising the chapter. Although the request relates to initiatives found in Plan 2001 and the Board wants to encourage efforts to achieve those goals, it was felt that a national mailing from one regional chapter may not be the best expenditure of time and money. The Board suggests that SEMLA may want to explore with other chapter chairs (via the chapter chairs listserve) how they are using websites to disseminate information about their chapters, and coordinate with the Library School Liaison and Education Outreach subcommittees on ways to inform library school students about MLA chapters. It was also noted that the Board has declined to fund chapter brochure proposals in the past. The MLA Publications Committee is exploring other options to glossy tri-fold brochures, which are expensive in terms of time and money to produce, and quickly become outdated. The Board thanks SEMLA for its strong interest and commitment to developing ideas that support Plan 2001. Walker will follow-up with the requesting chapters.

Motion

Walker was enthusiastically applauded for her outstanding report and liaison work with the chapters.

VII. President's Report. Paula Matthews.

A. Administrative Structure.

All changes have been reported via email.

B. Correspondence.

1. Matthews received nine boxes of Presidential files from Walker and mailed two boxes of Vice Presidential files to the University of Virginia.

2. Matthews wrote approximately 200 conference thank you letters (official and unofficial), 100 appointment letters, and 47 lost sheep letters.

3. Thank you letters were sent to those associated with the Otto Albrecht Tribute at the University of Pennsylvania on May 7. (Matthews described this wonderful event to the Board.)

4. She responded to a Haworth Press inquiry after consultation with the Board.

5. Letters of condolence were sent on behalf of the Association to Hella Samuel on the death of her husband Harold Samuel, and to Frances Henderson on the death of her husband George Henderson.

6. Matthews corresponded with Sherry Vellucci, new President of IAML-US, about MLA support for the IAML meeting in Berkeley in 2002.

7. A letter of congratulations was sent to Christine Hoffman on her appointment as the new executive director of the Music Publishers' Association.

8. The MLA President's letter for the Newsletter and website was prepared.

C. Contributions.

Matthews wrote to express thanks and appreciation to Philip Vandermeer for upgrading to a Sustaining membership, to a new Corporate member (Music Library Service Company), to all those who contributed to the GEF in honor of Diane Parr Walker, and to acknowledge several contributions over \$100. Dankner has written an article for the Newsletter about donations.

D. Other.

1. Roundtables.

Matthews responded to a request for information from John Brower on how to establish a new roundtable on music theatre. She asked the Board if the roundtable renewal process, that is, the requirement that the President receive at least six letters of support in hard copy via the U.S. mail, should be revised to include email letters. The Board discussed the matter and recommended no change.

2. Toronto 2000 meeting.

Matthews met with AMS President Ruth Solie to discuss the evolution of the meeting and possible approaches for collaborative programming. Matthews summarized the seven-year history of the development of the meeting for the Board and outlined alternatives for participation. Since MLA is not an official participant, there are basically two ways MLA members may participate: (1) presenting a joint proposal with an official participant/member (deadline for proposals is May 30), or (2) through a member organization. Participating on a panel discussion would be an example of such a presentation. Some collaborative topics have already been proposed to include MLA members or groups. Matthews encourages MLA members that are also affiliated with organizations that are official participants to propose topics so that MLA has some visibility and involvement. Since MLA is not officially a member of the meeting, MLA offerings do not require MLA Board approval. It was noted that Alan Karass needs exhibiting information for this meeting. (See Section XVI.D. for a joint program proposal.)

3. Harmonie Park Press.

Harmonie Park Press has recently been in contact with Matthews for offprints for various Notes items. She sent the request to Nancy Nuzzo and Dick Griscom and has not yet heard back.

4. MLA/MPA/MOLA meeting.

Matthews attended an interesting meeting on April 30 in New York where she also met with Jane Gottlieb and Lenore Coral and took a tour of the Boosey & Hawkes facility. She shared with the Board a B&H brochure titled "Using Copyrighted Music and Text: A Helpful Guide for Composers, Arrangers, and Lyricists" which they are publishing and is available on their website. MOLA will meet in New York in 2000. (See Section XIII.B. for committee report.)

5. A-R Editions.

She received an invitation from Jim Zychowicz to visit A-R in Madison this summer or in the fall.

6. Benefit concert.

Matthews is exploring an offer of an MLA benefit concert by pianist Richard Goode.

7. Fidelity Asset Management Services.

Accepted Richard Burbank's recommendation from the Investment Subcommittee that the FAMS risk levels for the Awards and GEF remain the same.

8. Worked with the ALA Publications editor to identify an appropriate contact for the Basic Manual Series.

Matthews relayed the saga of the difficulty the 1999 Epstein Award winner from Russia had in realizing her award money.

Worked towards developing a special event during the Louisville conference, which would pay tribute to former MLA Presidents by bringing them together.

Ruth Solie, current President of AMS, has been invited as a special guest to the Louisville meeting in 2000.

Many thanks to Matthews for a very informative, thoughtful report.

VIII. Editors' Reports.

A. Basic Manual Series.

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

The report included a summary of progress to date and a proposal recently submitted to Patrick Hogan of the ALA Editorial Office. The editorial board is doing a lovely job. Enormous thanks and gratitude to Morrow and the board.

B. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth. Matthews will ask Farneth for an update on the WPA project suggested at the Los Angeles Board meeting. Farneth was thanked for his continuing good work.

C. MCB.

The Board reviewed the report submitted by Philip Schreuer. The Board encourages Schreuer and the Publications Committee to pursue electronic publication of the MCB. Schreuer was thanked for his wonderful work.

D. Newsletter.

The Board reviewed the report submitted by Linda Hartig. The Board thanked Hartig for getting the spring issue together so quickly and encourages her to continue her work with Gilbert to mount the publication on the website.

E. Notes.

The Board reviewed the report submitted by Richard Griscom in which he outlined a new trial editorial procedure and the contents of forthcoming issues. Board members reiterated the supportive comments they had expressed regarding the New York State-Ontario Chapter's proposal to offer the papers of the upcoming NYS-O Chapter meeting for an issue of Notes (see Section VI.B. for the proposal).

Thanks to Griscom for a fine report.

F. Technical Reports.

Matthews reported that Sherry Vellucci hopes to bring the Maples-Morrow manuscript to completion before Philip Vandermeer takes over as editor. Vandermeer plans to selectively poll the membership to determine which publications members now use and what topics they would find useful to have included in the series. The results should be shared with the Board and the Publications Committee.

G. Website.

Matthews asked Board members if they had anything to report to David Gilbert. He is currently exploring new sites for the server. It was suggested that Cassaro and the Administrative Services Proposal Review Committee be included in this process. It was noted that pictures of the award winners have been mounted, and that perhaps the site needs a "What's New" button. Members recommend that content be checked regularly as part of web maintenance because currency and accuracy is very important. Chapter information does not need to be double-keyed, links to the chapter websites for this information should suffice. Discussion should begin on the broader aspects of the website's use under the auspices of the Publication Committee.

Gilbert was thanked for his excellent work on the website.

IX. Special Officers' Reports.

A. Advertising Manager.

The Board reviewed the report submitted by Susan Dearborn and expressed deep appreciation for her continuing fine work.

B. Convention Manager.

The Board reviewed the report submitted by Susan Hitchens.

Walker reported on her visit to the Tropicana in Las Vegas and on the Convention Managers' report to the Mountain-Plains Chapter. It was moved by Ned Quist, seconded, and carried unanimously that the Board accept the recommendation of the Convention Managers and Mountain-Plains Chapter that the location for the 2002 meeting be the Tropicana, and authorize the Convention Manager to proceed with negotiations for that meeting. It was noted that MLA would need to vary its traditional meeting

Motion

pattern for this hotel, probably holding the opening reception on Monday evening and the closing banquet on Thursday. Week day room rates will be quite reasonable and meals inexpensive. Both room rates and airfares increase considerably on the weekend for Las Vegas.

Matthews will remind Hitchens to include support for technical assistance in the Louisville convention budget if this is needed. The Association may not be able to engage its own technical assistant for the New York City meeting as it will be a union shop. The Louisville Local Arrangements Committee will work with the Convention Managers regarding their needs and the convention budget.

The Board offered profuse thanks to Hitchens for all her efforts and her excellent final report.

C. Placement Officer.

The Board reviewed the report submitted by Paul Orkiszewski.

It was moved by Ned Quist, seconded, and carried unanimously to accept the Placement Officer's recommendation to phase out paper subscription to the Job List. Orkiszewski should consult with Dopp to identify a procedure for archiving the electronic version. He should include a notice in the next issue or in renewal notices alerting subscribers of the change. Jim Henderson should also be made aware of the change. It was noted that the design of Orkiszewski's first issue was beautiful.

Motion

Orkiszewski was thanked for his excellent work.

D. Publicity Officer.

The Board reviewed the report submitted by Leslie Bennett, with input from Alan Karass. It was observed that there may not be many items left for the auction after materials are shipped to the archives. Walker will ask the chapters if they want their publications returned.

Karass is doing a great job. Bravo e mille grazie.

X. Standing Committees.

A. Development.

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

1. Corporate Members and Major Donors.

The committee recommends continuing to schedule a donor reception. It also recommends including dates related to contacting corporate members and potential exhibitors/corporate members in the MLA calendar next year. They look forward to having a corporate fact sheet, membership and annual meeting information available at the MLA exhibit table.

2. Sustaining Membership.

It was moved by Diane Parr Walker, seconded, and carried Unanimously to accept the Development Committee's recommendation to raise the Sustaining membership rate from \$140 to \$150. The committee would welcome the Board's suggestions for the names of members who may prove receptive to upgrading their membership to this level.

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3. Membership and Donor categories.

The Board reviewed the memo submitted by Pauline Bayne.

a. Categories.

It was moved by Brad Short, seconded, and carried unanimously that the Board accept the Development Committee's proposed Membership and Donor Categories. The revised categories include donation level ranges and a new Benefactor level for Corporate Membership. Matthews suggested that category benefits remain the same this coming year. The committee should look at the benefits, especially for the new category level, and prepare a recommendation for the Board's consideration for Fiscal Year 2000/01.

Motion

b. Listings.

The Board supports the proposed listing for donors in publications such as the convention program. It was suggested that separate

lists be consolidated to avoid duplicate listings. Corporate members, with contact information (address, URL, etc.), could be interfiled.

c. Category names.

The Board recommends postponing discussion on revising

the names this fiscal year.

4. Consultant.

The Board refers the committee to the minutes of the Los Angeles meeting, page 10, Section X.A.1., in which it recommended to hold off on engaging a consultant until the RFP review process for administrative services is farther along.

5. GEF "Mini-campaign."

The Board supports the concept and asks the committee to prepare a detailed report on the program for the fall Board meeting. It also supports the committee's recommendation to change the name of the General Endowment Fund to the MLA Fund. Jim Henderson will need to be advised of the change so that he can revise the renewal forms.

6. Publications.

The FY 99/00 budget includes support to produce five brochures covering the Freeman, Gerboth, and Epstein funds, the MLA Fund, and planned giving. The committee is encouraged to share with the Board the process they go through to develop the brochures. A mock-up should be ready for the Baltimore meeting. The Board recommends doing the planned giving and MLA Fund brochures first. It would be nice to have them ready for the Ask MLA session in Louisville (see Section X.B.3.). They should also be available on the website. The receipt portion of the brochure should be reviewed by Green. Farrington will follow up with Dankner on the Ask MLA session. It was noted that Karass is writing a Newsletter article on the Freeman travel grant recipients.

7. Marketing Subcommittee.

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

a. Silent Auction.

The Subcommittee plans to hold an auction in Louisville.

b. Merchandise.

The Board supports the idea to limit new merchandise at the Louisville meeting. It would be helpful to have backstock information before the budget is prepared. The Board suggests looking into the possibility of corporate sponsorship to share expenses for producing new merchandise. Corporate members and vendors exhibiting at MLA could be contacted first. MLA Shop memorabilia should be represented in the archive.

c. Receipt form.

The Board encourages the subcommittee to have the revised receipt ready for the Louisville meeting.

Dorsey and the Subcommittee were thanked for their exceptional work.

The Board expressed its thanks and appreciation to Dankner for the report and the wonderful work of the committee.

B. Education.

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

1. Workshop.

The Board supports the proposed session titled "The Power of the Mentoring Process" for further development. It should appeal to a diverse population, and mid-career members in particular. It was suggested that the committee work with the Personnel Subcommittee and Placement Officer to promote the workshop as well as contact MLA mentors and mentees to see if they are interested in attending. It recommends raising the number of participants to 32 in order to cover all costs associated with the session. Parking and

subsistence should be listed separately in the budget, and the MLA per diem rate of \$35 for meals should be used.

2. Poster Sessions.

The Board reviewed the proposal and reaffirms the statement regarding Poster Sessions found in the February 10, 1998 minutes, Section X.B.2., page 10, in which the Board approved the session as an annual offering at the discretion of the committee, in consultation with the Program Committee.

3. Ask MLA session.

The Board reviewed the report submitted by Steve Fry and recommends combining no. 3 (Fundraising for MLA) and no. 9 (Tell MLA) for a session in Louisville. This would support the Board's recommendation in March to hold an open forum on the Association's budget, fundraising, and investments. Fiscal Officers Ned Quist and Brad Short will assist Fry in developing the Education Committee-sponsored session. It was suggested that former Fiscal Officers, the Development Committee, and the Investments Subcommittee could be invited guests. For future sessions, the Board at this point recommends developing no. 1 (Disaster Preparedness) and no. 4 (Binding), and perhaps a session on how to do local arrangements. No. 2 (Fundraising) may be better as a pre-conference workshop.

4. Outreach.

The Board encourages the Outreach Subcommittee to charge ahead in its work.

Kuyper-Rushing, the committee and subcommittees were thanked for the reports and continuing good work.

C. Finance.

1. Fiscal Year 1999/00 Budget.

Fiscal Officer Ned Quist distributed copies of the proposed fiscal year 1999/00 budget showing a balanced budget for 1999/00. It is a very conservative, straightforward budget as most anticipated income figures are down. It includes the increase in honoraria, maintains the current award amounts with the exception of the increase to the Epstein Award, moves lines in the spirit of the Investments Subcommittee recommendation, and increases the credit card fee amount. The Convention budget is based on last year's as a model and will be finalized at the fall meeting. The Board unanimously approved the recommendation of the Finance Committee that the Fiscal Year 1999/00 budget be accepted as distributed.

Motion

2. Placement Service.

The Board unanimously approved the recommendation of the Finance Committee that the paper subscription for the MLA Placement Service Job List be increased at the next renewal period from \$20 to \$30 for individual subscribers and from \$25 to \$40 for institutional and international subscribers. The increase will help offset the production cost.

Motion

3. Awards Budget.

The Board unanimously approved the recommendation of the Finance Committee that expenditures directly related to the awards be moved from the operating budget to the awards budget.

Motion

The Board unanimously approved the recommendation of the Finance Committee that the Fiscal Year 1999/00 awards budget be approved as distributed. The Epstein Award was increased from \$2000 to \$3000, all the others remain the same.

Motion

4. Unrestricted contributions.

The Board unanimously approved the recommendation of the Finance Committee that up to \$2,500 in unrestricted donations be applied to operating budget line 5.01. This is an increase of \$100 from last year.

Motion

5. In several lines, less than 50% of anticipated income has been received thus far this fiscal year. Boettcher and Green are looking into possible outstanding postings of income and will compile a list of checks received this year. The Board unanimously

Motion

approved the recommendation of the Finance Committee that in the event that the Association does not have sufficient income to pay outstanding bills, that the Treasurer be authorized to move necessary funds from the MLA Fund (GEF) to the MLA checking account to cover this particular fiscal emergency. Green and Quist will keep the Board apprised of the situation.

6. Investments Subcommittee.

Matthews reported on the subcommittee's recommendation in her report (see Section VII.D.7.)

Burbank and the Subcommittee were thanked for their work.

Many thanks to Quist and Short for their yeomanly work on this budget.

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

D. Membership.

The Board reviewed the report submitted by H. Stephen Wright.

1. Registration fees.

The proposed figure seems a little high. The Board recommends a surcharge in the \$5-\$15 range. The non-member fee could be applied to membership dues at registration or later by a certain date. It was suggested that a committee member could be appointed to work on the registration desk and also coordinate follow-up invitations to join the Association with non-member attendees after the meeting.

2. Chapter members.

The Board observed that we need to better understand why MLA wants to recruit this relatively small segment of chapter memberships and identify what we can do for them. Wright should work with Walker and the chapter chairs via the chapter chairs listserve to gather ideas related to MLA recruitment on the regional level and to identify the best mechanism for mutual recruitment.

3. Student Membership dues.

Boettcher noted that this proposal may affect ca. 8-10 members a year. It was suggested that an alternative to the proposal could be to phase in the student to regular personal membership gradually over a four-year period with a \$10 increase per year. The Board is enthusiastic about the idea and recommends that the committee work through Boettcher on this. Boettcher will consult with Jim Henderson on implementation.

4. Brochures.

The Publications Committee is currently examining MLA's brochures and will be advising the Board soon on issues related to their use and future development. (See also Section VI.B.)

5. Placement activities.

The Board recommends that the committee works with the Placement Officer to make sure efforts related to initial recruitment aren't duplicated. It feels that contacting institutions to persuade administrators to fill the positions with qualified replacements is not under the purview of the committee. It suggests that the committee may instead want to contact an institution's placement officer to offer assistance in identifying candidates for an open position.

6. MLA-L.

The Board encourages the committee to begin to post recruitment messages on MLA-L soon.

Wright and the committee were thanked for the report and the many good ideas .

E. Nominating.

The Board reviewed the report submitted by Michael Colby, chair. It was noted that the notice inviting nominations did not make it into the upcoming issue of the Newsletter. Colby encourages the Board to send in nominations. The Board will act on the proposed slate in the fall.

Thanks to Colby and the committee for the preliminary report.

F. Program Committee

1. 1999

a. Program.
No report.

Vandermeer and the committee were thanked for their excellent work.

b. Local Arrangements.

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

The Board expressed some concern about the perceived expectations related to donations and fundraising that have developed over the last few years. Future local arrangement committees are encouraged to raise local support and funds to help offset the cost of a conference for MLA members, but should not feel that they must match fund raising for previous conferences. The Board recommends not disseminating the donor list with amounts donated, and suggests that the overall convention budget may prove more useful to future LAC's than any particular LAC budget, since each meeting and location has unique characteristics that influence costs and fundraising activities.

The Board thanks Glennan, McBride, and the committee for their outstanding work.

2. 2000

a. Program.

The Board reviewed the report submitted by Ruthann

McTyre, chair.

The plans promise a very rich conference for a wide variety of attendees.

(1) Plenary sessions.

(a) Music Reference at the New

Millennium.

Excellent program, the Board is very

enthusiastic.

(b) Copyright in the Digital Age: Electronic Reserves, Distance Learning, and Fair Use.

Very interesting and timely. The

Board

reminds the committee that the session should not just cover print items, but rather highlight media such as sound recordings. The committee should talk to Griscom about the question of including the copyright session transcripts in Notes as an information-sharing venture.

(c) Regional Music and Musicians.

A very attractive session. It might be

nice if this could be scheduled as the first plenary so that it will be well attended, though it may also provide a good segue to the banquet if scheduled at the end.

(2) Reference Performance Subcommittee.

The Board reviewed the request to fund an outside speaker for the annual Reference Refresher. The Board noted that it only funds speakers for plenaries.

(3) Program schedule.

It was noted that an Ask MLA session has not yet been scheduled. Names of groups should match wording in the Administrative Structure and repeated phrases should be standardized. Coffee breaks that are scheduled against meetings should instead be indicated by a phrase such as "Coffee available in Exhibit Area." Some groups with common interests seem to

be scheduled against each other such as on page 3, February 24, between 2 -3:30 pm, when an MLA Technical Reports session, the Technical Services Roundtable, and the Automation Subcommittee are all meeting. On page 4, under Chapter Meetings, change Chesapeake/Pennsylvania to Atlantic, and under President's Reception, the sentence in italics should be revised to begin with the word "All" and end with "responsibilities." The Board wondered if Dynix had been inadvertently left off the System User Groups list. Walker asked if the Gesamt-meeting found on page 7 should be moved to Wednesday morning in order to save redundancy in group discussions throughout the conference. The Publications Committee should be included in this session. Dopp, Boettcher, and Green will markup editorial corrections for McTyre.

Many heartfelt thanks to McTyre and the committee for the report.

b. Local Arrangements.

The Board reviewed the report submitted by Paula Hickner and Karen Little, co-chairs. Green will be in touch with Little to get forms to apply for state tax exemption. LAC should proceed to make arrangements for four buses. They should consult with MOUG regarding any rescheduling and should be in touch with McTyre and Roberts if sessions need to be changed. It was recommended that the names of donors with the amount donated be protected. Names on programs should be proofed and errors reported to Boettcher. The Board thanked Hickner, Little, and the committee for a fine progress report.

3. 2001

a. Program.

No report.

b. Local Arrangements.

The Board reviewed the report submitted by John Shepard,

co-chair.

Bravo, and thanks to Shepherd, Gottlieb, and the committee. The Board is looking forward to good things.

G. Publications.

The Board reviewed the report submitted by Nancy Nuzzo, chair.

It recommends beginning with password protected electronic publishing of the MCB, MLA Newsletter, Handbook, and then Notes. Bennett suggested that it would be helpful to have a list of who and where MLA titles are published for collection development purposes.

Nuzzo and the committee were thanked for the report.

XI. Special Committees.

A. Ad Hoc Administrative Services Proposal Review.

The Board reviewed the report submitted by James Cassaro, chair.

Walker placed the present process in a historical context. The Board

then discussed a number of issues related to the proposals under consideration and the need for refining the review process timetable. It was agreed that the committee should submit its recommendation to Matthews and the Board by July 15, 1999, followed by detailed budget proposal(s), outlining costs and services, to the Finance Committee by August 1st. The Board will extend an invitation to interview finalist(s) at the Baltimore Board meeting as appropriate, and will conduct the interview(s). Committee members may be asked to attend. The Fiscal Officers volunteered to write an article for the Newsletter and website describing the budget process and the history of MLA administrative services. It will also outline possible future transitions in the budget and administrative support positions that may occur if a decision is made at the fall Board meeting to change the way MLA currently carries out administrative support services. Boettcher will contact Hartig to find out if it is possible to move the fall Newsletter deadlines up so that the membership will have an opportunity to comment before the Baltimore Board meeting.

The Board expressed deep gratitude to the Committee for all its hard work, with special thanks to Cassaro for shepherding the process.

B. Ad Hoc Task Force on Plan 2001 Implementation.

The board reviewed the report submitted by David Farneth, chair. Bennett recommended that MLA needs to highlight accomplishments in the area of enhancing the Association's visibility. She will develop a list and post it to Board-L. A follow up article to Farneth's report (which is appearing in the next issue of the Newsletter) could focus on these accomplishments. Farneth and the Task Force were thanked for their continuing efforts to assist the Board in implementing the Plan.

C. Administration.

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

1. Automation.

The Board suggests that the Automation Requirements for Music Information be made available as soon as possible in whatever format seems most appropriate (Notes, website, Technical Report, etc.).

2. Music Library Facilities.

It was observed that this subcommittee may want more flexibility than the MLA website currently supports because of the potential graphic requirements for floor plans, etc. Pierce and Davis need to consult with Gilbert to make sure he is comfortable with the proposed web scenario and that they are aware of the web guidelines and use of the MLA logo.

3. Personnel.

The Board reviewed the proposal submitted by Linda Blair, subcommittee chair. Charges are delivered by the President and do not require a Board vote. The charge will need to be revised in the Handbook and Administrative Structure. As the group explores the issue of standards, they may want to explore other models and related agencies such as ARLIS and NASM.

4. Statistics.

The Board reminds the subcommittee that it recommended in the Los Angeles Board minutes, page 14, Section XI.D.1., that the data set from the survey of personnel statistics should reside in the MLA Archives as well as a print copy of the data. The subcommittee is encouraged to focus on collecting music library-related statistics. The Board supports the distribution of the revised questionnaire electronically and recommends that the results be made available to the membership. It asks that the subcommittee be consistent in the sampling of institutions from year to year. Board members asked why only a sampling of institutions was used. Matthews will contact Pierce to find out what is meant by sampling.

Pierce, the committee and subcommittees were thanked heartily for their fine work.

D. Awards.

Dena Epstein Award.

The Board reviewed the report submitted by George Boziwick, past chair, and Therese Dickman, chair.

The committee was thanked for its excellent work and report.

E. Bibliographic Control.

The Board reviewed the report submitted by Linda Barnhart, chair. The Board supports the reappointment of the Music Thesaurus Project Form/Genre Terminology Working Group for another year. It notes the disbanding of the BCC Website Processes Working Group, and the recent appointment of the RBMS/MLA Joint Committee on Early Printed Music. The Board appreciates having access to the ALA Liaison reports via the BCC website.

Profuse thanks to Barnhart and the committee for keeping the Board well informed.

F. Legislation.

Matthews reported that Lenore Coral contacted her to ask if MLA would join other DFC members in endorsing the Consumer and Investor Access to Information Act of 1999 by Representatives Bliley, Dingell, Tauzin, Markey, Oxley, and Towns. The act reaffirms the basic information policy of this country that facts cannot be owned and provides strong new protections against database theft. MLA signed in support.

Coral and the committee were thanked for keeping the membership apprised and involved in legislative developments.

G. Public Libraries.

The Board reviewed the report submitted by Anna Seaberg, chair.

1. Plenary.

The Board encourages the committee to develop the proposal.

The group may want to put together a list of great public libraries in the New York City area to visit during the 2001 meeting, perhaps integrating it into a tour.

2. Brochure.

The Board supports the idea of merging the brochure development project into a committee-developed webpage for the MLA Website.

3. Publication.

Seaberg should contact Jean Morrow or Nancy Nuzzo to discuss the proposal to publish the text on public library practices as an article or part of a series.

4. PLA.

Seaberg may want to consult with Karass regarding the MLA exhibit at PLA 2000 and exhibit table staffing opportunities.

Seaberg and the committee were thanked for a wonderful job and encouraged to submit names to the Nominating Committee for the upcoming MLA election.

H. Reference and Public Service.

The Board reviewed the Committee report submitted by Ruthann McTyre, chair. The Board congratulated the committee on the nice sessions and thanked McTyre for her final committee report.

XII. Search Committees.

A. Assistant Convention Manager.

No report. It was observed that the search process will be challenging due to the element of uncertainty surrounding the future of the position in the context of the current administrative services review process.

The Board expressed appreciation to Kathryn Glennan, chair, and the committee as they continue the search process.

B. Notes.

The Board reviewed the report submitted by Deborah Campana, chair. The committee would appreciate receiving suggestions from the Board.

The committee was thanked for the progress report.

C. Placement.

The Board reviewed the report submitted by Carol Tatian, chair. The Board agrees that the proposal has merit and recommends that it be forwarded to Orkiszewski for consideration. He may then send a recommendation to the Board by the fall meeting in Baltimore.

Matthews will thank Tatian for the committee's recommendations.

XIII. Joint Committees.

A. MLA Archives.

The Board reviewed the reports submitted by Jane Edmister Penner, chair, and Marjorie Hassen, Oral History Subcommittee Chair. The Board asks the subcommittee to provide a list of who will be interviewed and to share it with the membership. It suggests interviewing those past presidents that have not yet been interviewed at the Louisville meeting.

The Board thanked the committee and subcommittee for their reports.

B. MLA/MPA/MOLA

The Board reviewed the report submitted by John Shepard, chair, and authored by Brian Hill (MPA).

The Board thanked Shepard for keeping it informed with a detailed report. (See section VII.D.4. for Matthews' report on the April meeting.)

XIV. Representatives to Other Organizations.

A. ALA.

No report.

B. NISO.

No report.

C. Organizational Liaison Committee.

No report.

XV. Roundtables.

A. Film Music.

Matthews reported that roundtable was renewed on the deadline after several calls for letters of support.

XVI. Old Business.

A. Best of Chapters - Louisville 2000.

The Board reviewed the Best of Chapters session flyer submitted by Brian Cockburn. The text went out to chapter chairs and MLA-L. (See also Section VI.A.3.)

Many thanks to Cockburn and the chapters for proposing this exciting new session.

B. Chapter Grant Reports.

1. Mountain Plains.

The Board reviewed the report submitted by Robert Follett, chair. The Board agrees that the requested use of the funds is within the grant guidelines in the Handbook. Matthews suggested that Walker ask the chapter to report again next year or when the funds have been expended, per the Handbook.

Follett and the chapter were thanked for the report.

2. Midwest.

The Board reviewed the report submitted by Lynn Gullickson, chair, and thanked the chapter for an excellent report.

3. New England.

Matthews reported that Margaret Ericson is the incoming chair. The outreach to public libraries has been quite successful and the chapter is pleased with the results. This project was a prototype for Connecticut and will be expanded to include other areas in the future. The chapter feels this was a very good use of seed money for an on-going chapter project. Matthews was thanked for reporting on behalf of the chapter.

C. Thank you letters.

The Board reviewed letters sent to Past President Walker by recipients of the 1999 Kevin Freeman Travel Grant, the Special Achievement Award, and the Vincent H. Duckles Award.

D. Toronto Meeting - November 2000.

The Board considered the proposal submitted by Candice Feldt and Renee McBride, co-coordinators of the Women in Music Roundtable. It strongly encourages them to proceed. Matthews will contact McBride. (See Section VII.D.2. for additional information about this meeting.)

XVII. New Business.

A. Fall Board meeting.

The fall Finance Committee and Board meetings are scheduled for September 30 - October 3, 1999, at the Mt. Vernon Hotel in Baltimore. The typical meeting schedule may require some revision so that interview(s) may be conducted for Administrative Services candidates. Many thanks to Quist and Dopp for their advance work on this meeting.

XVIII. Adjournment.

Following expressions of deep appreciation and thanks to Robert Curtis for hosting the meeting, to Laura Dankner for welcoming us to her home for a very enjoyable Saturday evening, and to Tulane University Librarian Philip Leinbach for supporting the wonderful dinner at the Dankners, a motion to adjourn carried unanimously at 12:10 pm, Sunday, May 23, 1999.

Submitted by Roberta Chodacki, Recording Secretary.

Appendix I. New Polices Adopted by the Board.

1. Chapter meetings scheduled during annual conference. (VI.A.1.)
2. Chesapeake and Pennsylvania chapters merge to form Atlantic Chapter. (VI.A.2.)
3. Paper subscription of Job List to be phased out. (IX.C.)
4. New Benefactor donor level established. (X.A.3.a.)
5. General Endowment Fund renamed MLA Fund. (X.A.5.)
6. Expenditures directly related to awards will be booked to awards budget. (X.C.3.)