

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Baltimore, Maryland, October 1-3, 1999

Friday, October 1: 9:00 am-11:15 pm; Saturday, October 2: 9:05 am-6:10 pm;
Sunday, October 3: 8:40 am-2:10 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.

Guests: Don Roberts (IX.B.), James Cassaro, Philip Kimball, Susan Oderwald, Valarie Miller (XI.A.)

I. Approval of the Agenda.

It was moved by Ned Quist, seconded, and carried unanimously that the agenda be approved
Motion
with the addition of Archives, Joint Committee with the University of Maryland, and
the MLSC Project. [Agenda items are regrouped and renumbered throughout the minutes.]

II. Recording Secretary's Report. Roberta Chodacki.

It was moved by Diane Parr Walker, seconded, and carried unanimously, that the minutes of
Motion
the May 21-23, 1999 meeting (New Orleans) be approved as submitted.

III. Parliamentarian's Report. Robert Curtis.

Curtis distributed replacement pages for the Administrative Handbook reflecting revisions to sections V.I.2.e.Working Group on Surveying Personnel Characteristics and V.I.5.e.Working Group on the BCC Website. Farrington cleaned up the Activities Roster, which is now divided into two sections: Active and Inactive. Curtis and Farrington were warmly thanked for all their work on the handbook and roster, respectively.

IV. Treasurer's Report. Laura Gayle Green.

The FY1998/99 Fourth Quarter/Year-End Reports were distributed prior to the meeting and included the following sections: Balance Sheet; Operating Budget; Supplemental Income; Awards Budget; Investment Accounts; Endowment Accounts Accumulated Principal; and Mutual Funds Activity.

The following FY1999/00 First Quarter-To-Date Reports were distributed at this meeting: Operating Budget (Income and Expenditures), Supplemental Income, and an Operating Budget Reserve report, which calculates the amount of budget surplus from FY1987/88 to the present. In addition, three charts were distributed as well as a spreadsheet outlining discrepancies between the records of the Executive Secretary and Treasurer over the last year and a half. These discrepancies may indicate a problem with the record keeping of the Association's business office. The reports show activity up to September 26, 1999.

A. Year-End Financial Report.

1. Overview: Balance Sheet.

The Operating Budget for FY1998/99 ended up in the red, with a deficit of \$28,374. This deficit is due to a substantial decline in income in the Institutional member, Individual subscriber, and Institutional subscriber lines. At least \$18,000 of this deficit was attributed to Dawson/Faxon agency checks, which are being reissued. This amount does not account for the entire deficit in the FY1998/99 operating budget. The total reserve funds now stand at \$3,510. Overall, the gain for FY1998/99 was \$63,419, less than half the gain from last year (gain in FY1997/98 was \$134,590).

2. Overages in Expenditure lines.

Overages occurred in the following lines:

- a. 6.01, Subscription services: \$1,622.30 (renewal mailing, printing, convention mailing and printing)
- b. 6.02, Executive Secretary: \$11,440.55 (travel, Membership Handbook)
- c. 6.03, Treasurer: \$101.63 (accountant, supplies and travel)
- d. 6.05, Presidential Office: \$94 (travel, some of which is reimbursed in FY99/00 due to travel agent mischarges)
- e. 6.06, Vice-President: \$1,990.01 (travel)
- f. 8.06, Placement Service: \$151.27 (postage and copying)
- g. 8.09, IU Clearinghouse: \$3.46 (pass-through line)
- h. 9.01, Inventory management: \$356.96
- i. 9.08, MLA Website: \$140 (additional maintenance fees)
- j. 11.0, Miscellaneous: \$1,471.33 (credit card charges; Ad Hoc Administrative Services Proposal Review Committee travel)

At the spring meeting, the Board was forewarned of many (but not all) of these overages.

3. Comparative Overview: Individual Areas of the Budget.

a. Income: \$308,158.94 or 84.24% of anticipated amount. Comparison: FY97/98, \$322,944.05 or 92.07% of anticipated amount; FY1996/97 = \$296,849.91 or 87.40%; 1995/96 = \$326,700.16 or 89.76%; 1994/95 = 90.13%; 1993/94 = 86.23%; 1992/93 = 87%; and 1991/92 and 1990/91 both = 89%. Income overall is fairly consistent until this year.

(1) Dues: \$101,110.50 (81.19%; \$23,418.50 below what was anticipated); for FY97/98 dues were at \$117,709.00 (86.24% or \$18,783.00 under what was predicted); FY96/97, at \$127,434.50 (\$6,790.00 under what was predicted); FY95/96, at \$109,259.40 (\$8,635.60 under what was predicted). The deficit is in large part due to the shortfall in anticipated Institutional member income.

(2) Sales: \$104,244.36 (88.64%; \$13,099.64 under anticipated sales); FY97/98 at \$102,546.05 (86.31% or \$16,260.95 under); FY96/97 at \$88,097.63 (\$29,332.00 under); FY95/96 at \$111,816.26 (\$29,393.74 under). Sales income is down, in large part because of missing anticipated institutional income.

(a) Notes = \$70,137.55 (88.52% or \$9,096.45 under anticipated income); FY97/98, \$66,224.05 or 84.09%; FY96/97, 82.44%; and FY95/96, 89.23%. Royalty amounts from electronic and microform versions continues.

(b) Mailing lists = \$16,195.98 (124.58% or \$3,195.98 more than anticipated); FY97/98, \$9,958.31 or 76.60%; FY96/97, 105.74%; FY 95/96, 150.52%. The increase in cost to obtain the mailing list for FY98/99 positively affected income in this line.

(c) MCB = \$13,366 (83.28% or \$2,684 less than anticipated); FY97/98, \$10,533.50 or 61.44%; FY96/97, 62.57%; FY95/96, 64.42%.

(d) Royalties = \$4,303.84 (68.31% or \$1,996.16 less than anticipated); FY 97/98, \$6,533.62 (178.76% or \$2,878.62 more than anticipated).

(3) Meetings. Surplus balance of \$14,581.62; FY97/98, \$26,111.93; FY96/97, \$4,885.29; and FY95/96, \$10,996.68. This surplus helped keep the Association afloat during the fourth quarter of FY98/99.

(4) Placement Service: \$1,808.50 (78.62% or \$491.50 less than anticipated); FY97/98 (\$1,782.00 or 71.28% of anticipated income); FY96/97, 70%, and FY95/96, 85.25%.

(5) Miscellaneous.

The figure of \$3,191.90 is the final total of sales from the MLA Shop in Los Angeles (\$4,112.50 was brought in at the Boston meeting). Final expenditures for the shop (line 7.0311) totaled \$2,410.64, resulting in a gain of \$781.26. Last year's expenditure was \$1,947.73, resulting in a gain of \$2,164.77. Sales tax payments affected the net gain in sales in Los Angeles.

b. Expenditures: total \$336,532.48 or 92%.

Comparison: FY97/98 at \$306,709.06 or 87.42%; FY96/97 at \$314,464.07 = 92.59%; FY95/96 \$315,964.39 = 94.99%; FY94/95 = 94.99%; 1993/94 and 1992/93 = 86%; 1991/92 = 92%; 1990/91 = 85%. This year shows a rise in expenditures of \$29,823.42 from FY97/98.

(1) Management Services: \$111,529.90 = 111.72% (\$11,299.90 over due to printing two Membership Handbooks in one FY). FY 97/98 at \$88,767.09 or 87.70%; FY96/97, 100.20%.

(2) Program Expenses (committees): \$20,695.86 or 88.30% (\$2,743.34 under). FY97/98 at \$19,260.49 or 80.60%; FY96/97, 88.15%; FY95/96, 88.67%. This is due in part to non-expenditure of the money allocated for public libraries outreach.

(3) Other Member Services: \$9,621.72 or 89.34% (\$1,148.28 under). FY97/98 at \$9,619.95 or 83.34%; FY96/97, 82.03%, and FY95/96, 74.56%; nothing unusual to report here.

(4) Publications: \$110,651.31 or 90.01% (\$12,282.69 under). FY97/98 at \$116,713.94 or 87.41%; FY96/97, 96.30%, and FY95/96, 79.48%.

(5) Miscellaneous.

\$4,471.33 or 149.04% (\$1,471.33 over). Due to credit card charges, Fidelity money market check fee, and travel costs of the Ad Hoc Administrative Services Proposal Review Committee.

c. Balance for FY 1998/99 was -\$28,373.54 (last year's balance was +\$16,284.99).

d. Operating Budget Reserve.

The reserve has been almost depleted due to the shortfall in anticipated membership and subscribership income. The current operating budget reserve stands at \$3,510.30. The FY1997/98 budget surplus had increased the reserve to the amount of \$31,883.84. The Board approved a policy of maintaining at least \$40,000.00 in reserve for end-of-year cash flow (February 1996 meeting). It must now be determined how the reserve can be reinvigorated.

e. Supplemental Income totaled \$7,759.08 (FY97/98, \$24,531.98; FY96/97, \$13,632.31).

(1) Unrestricted: \$29 (remember that the first \$2400 went into line 5.01. FY97/98, \$2,400; FY96/97, \$1,925).

(2) Gerboth Fund: \$330 (FY 97/98, \$1,067; FY 96/97, \$717).

(3) Duckles: \$590 (FY97/98, \$1,200; FY96/97, \$1,011).

(4) Epstein: \$4,735.75 (FY97/98, \$6,819.20; FY96/97, \$3,356.00).

(5) Freeman: \$908 (FY97/98, \$1,021; FY96/97, \$681).

f. Endowment Account accumulated principal to June 30, 1999:

(1) Gerboth: \$18,216.26 (FY97/98, \$17,886.27; FY96/97, \$16,819.27).

(2) Duckles: \$21,087.11 (FY97/98, \$20,497.11; FY96/97, \$19,297.11).

(3) Epstein: \$40,505.95 (FY97/98, \$35,770.20; FY96/97, \$28,951.00).

(4) Freeman: \$16,011.60 (FY97/98, \$15,103.60; FY96/97, 14,082.60).

(5) Special Endowments: \$13,100.00 (FY97/98, \$13,100.00; FY96/97, \$9,100.00). Setting the Wicker fund up to operate like the awards funds has worked out well this past year. The same rubric of withholding approximately 10% for

maintenance and preservation of the principal would be applied. If this scenario is approved, \$750.00 would be made available to fund the First Time Attendees reception. Should the amount be higher? Awards funds were set using the Endowment dividend and did not factor in the Special Endowment awards.

g. Investment Accounts.

(1) \$9,000 in funds were drawn from the Calvert and Fidelity Money Market funds to meet year-end costs. Overall, the total value of MLA's investment accounts increased \$78,764.61 (FY97/98, \$113,132.15).

(2) General Endowment Fund.

The GEF (MLA Fund) increased in value by \$75,850.94 (FY97/98, \$93,802.78; FY96/97, \$53,000 range). Again, approximately 10% of the GEF is now in socially-responsible investments; the balance in a number of different Fidelity accounts (stocks, bonds, money market).

(3) Awards Endowment Account.

At the end of FY98/99, this account was valued at \$140,614.39, an increase of \$11,341.62 (FY97/98, \$129,272.77, an increase of \$18,707.34; FY96/97, \$17,621.91). The interest accrued for FY 1998/99 as shown on the Awards Budget report was \$10,347.77 (for FY97/98, \$9,991.86; FY96/97, \$14,021.18), enough to cover the \$5,850.00 paid out for awards. This interest includes dividends as well as long and short term capital gains on the account. The Board may want to adjust the Wicker line up because of the way it is treated.

h. Mutual Funds Activity.

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

B. Fiscal Year 1999/00 First Quarter-to-Date (as of 26 September 1999).

1. Overview:

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

2. Operating Budget.

a. Income: \$109,143.85 or 30.44% (FY97/98 at \$92,847.33 or 27.12%; FY96/97, 30.81%; FY95/96, 33.86%; FY94/95, 44.40%).

(1) Dues: \$81,491 or 65.81%, an improvement over last year (FY98/99 was at \$66,683 or 53.55%; FY96/97, 54.48%; FY95/96, 58.54%; and FY94/95, 65.33%). Sustaining members have continued to grow. No corporate patrons and members dues received yet.

(2) Notes subscriptions: \$16,399 or 28.44% (FY98/99 was at \$18,715.72 or 23.62%; FY96/97 was at 26.36% and FY95/96 was at 31.33%); continues a downward trend from 59% at this point in FY1992/93. Royalty income lines have been broken out.

(3) Royalties on other publications (line 2.05).

No activity to report.

(4) Meetings.

No activity to report.

(5) Placement Service: \$465 or 22.14% (FY98/99 was at \$1,180 or 51.30%; FY96/97 at 51.15%; FY95/96 at 50.71%, but down from FY94/95 at 66.88%).

(6) Miscellaneous.

At this time, \$1,335 of unrestricted donations has been booked in 5.01. Last year at this time, \$1,829 had been received.

Expenditures: \$73,061.30 or 20.38% (FY98/99 was at \$61,177.34

or

17.87%; FY96/97 at 24.87% and FY95/96 at 23.22% overall). There is nothing unusual to report in any expenditure lines. All MLA subsidies have been paid out (Line 7.04), although apparently there is some question about RISM. The Notes printing line 9.0681, \$32,349.95 (FY98/99, \$22,673.96) reflects final payment for the June 1999 issue (\$14,090.05) and partial payment for the September 1999 issue

(\$9,507.90); partial payment for December 1999 (\$8,752).

c. Miscellaneous expenditures.

A chapter grant was paid out (Line 11.03) to the New York State-Ontario Chapter in the amount of \$1,000.00. The -\$850.11 in line 11.015 is part of the continuing saga related to the President's travel agent's confusion regarding credit card numbers. Travel line 6.057 will reflect adjustments related to this problem in the next quarter. The -\$257.00 in line 11.019, 1998 convention carryover, was exhibitor income received with a final conference refund paid after the close of FY97/98. In 11.02, the \$267.48 may be broken down as follows: \$52.25 for new checks; \$165.00 for the renewal fee for three corporate credit cards from the American Express Small Business program (one each for the Treasurer, the President, and the Past President); and royalty payments from the Da Capo series to David Klocko (\$11.04), H. Wiley Hitchcock (\$27.41), and Francis P. Brancalone (\$11.78). These authors donate half of their royalties to MLA, and MLA pays out their half when the total royalty accrued is \$10.00 or more. Note that Credit Card Fees are now recorded in a separate budget line (11.04).

This leaves the Association with a respectable balance of \$36,082.55 (FY98/99 \$31,669.99) with which to start out the second quarter of the fiscal year, a balance which will be supplemented by the continuation of dues income, sales and the receipt of convention registration fees. Also, an expected past dues payment of \$18,000 should appear in the second quarter in line 11.018.

3. Supplemental Income: at \$3,133.62 (FY98/99 at \$2,152.59; FY97/98 at \$5,203.48). Notice of interest on the money market funds and the checking account has not yet been received for September.

C. Other Information.

1. The annual tax return information was sent to the accountant in early September. It will be filed with the I.R.S. upon receipt.

2. The annual letter to the Epsteins regarding the status of the Epstein Fund was sent on 27 September 1999.

3. A correction will be made to the 1998/99 year-end report reflecting a break out of Membership Handbook advertising from the Notes advertising line.

4. Line E7.04, the Ochs Endowment Fund, has been added.

5. Boettcher and Green worked throughout the summer to try to identify the shortfall in income noted at the spring board meeting. They compared their records, identified discrepancies, and conferred with Jim Henderson of Academic Services on the missing income. They will continue to track the income lines.

The Board warmly applauded Green in deep appreciation for her hard work this past year.

V. Executive Secretary's Report. Bonna Boettcher.

The following items were distributed at this meeting: Administrative Structure, FY98/99 Sales and Inventory report, and the 1999 MLA Contributions report.

A. Administrative Structure.

Following the New Orleans meeting, the Administrative Structure and 1999-2000 Calendar were updated, copied, and mailed to officers, Board members, editors, and special officers. ASCII text of both documents were sent to David Gilbert and Kathy Canfield to load on the website. The web version of the Administrative Structure garnered several responses, which provided an opportunity to verify several committee memberships and recent appointments. To date, Boettcher has not received any complaints related to last fall's decision to halt mass mailings of the these two documents. The Structure handout is a draft of the current Board version. The Board should review and forward corrections to Boettcher who will forward them to Gilbert and Canfield.

B. Membership.

Renewal letters were forwarded to Jim Henderson on 10 June, in plenty of time for the late-June membership renewal mailing. For the first time in Boettcher's tenure as Executive Secretary, there were no changes to the renewal form. The renewal mailing also included the employment/specializations questionnaire.

First notices, along with renewal notices for the Placement Service were mailed around 1 July; second notices were sent out mid-August, and final notices have just been mailed. Matthews wrote separate letters for mailing to honorary members, corporate member and patrons, and recently-lapsed members. So far, Boettcher has not received a progress report on the lapsed-member mailing. She has not received any notification of corporate renewals, but the letters just went out. Jane Gottlieb's second campaign to solicit additional sustaining members has been a grand success once again. There are now twenty-eight sustaining members, while only one from last year has not yet renewed. Since the New Orleans meeting, fourteen new student memberships, eight new individual memberships, and one new institutional membership have been processed. Boettcher sends new members a welcome letter and chapter information, and Jim Henderson mails out copies of the Membership Handbook.

C. Publications.

1. Annual Report.

Backlist sales activity continues at a steady pace.

In the Index and Bibliography Series, 168 units were sold during 1998-99, generating billings of approximately \$1,419.41. (It is difficult to determine which sales include member discounts in the reports from Scarecrow.) Five titles in this series now are out of print: the Whaples Bach Aria Index, the Warfield Writings on Contemporary Music Notation; the Fuld and Davidson 18th Century Secular Manuscripts; the Keller Popular Secular Music in America; and the Hall index to E.H. Fellowes editions.

In the Technical Reports series, 188 units were sold, generating billings of approximately \$2,631.23. Four titles in this series now are out of print: Siebert's MARC Music Format; Cassaro's Caring for Audio Facilities; Wursten's In Celebration of Revised 780; and Gottlieb's Collection Assessment.

In the "other" category, 79 units were sold, generating billings of \$1,236.16. The portion of the billings handled by Scarecrow totals approximately \$4,950.80. It should be noted that Scarecrow runs on an earlier fiscal year, and the royalty check received from them in June included some of this income. Profits between Scarecrow and the Association are split on a 50/50 basis. According to Scarecrow, from April through June, MLA's share of billings should total \$1,667.96.

2. Brochures.

Since the New Orleans meeting, Boettcher filled twelve requests for brochures, mailing out 23 red (MLA) and 26 green (Music Librarianship) brochures. Several requests await Boettcher's return to Bowling Green. Most requests come from placement and career services offices, indicating that there is a need to maintain something in print.

3. Directory of Library School Offerings.

Since May, one copy has been sold.

4. Copyright Registration.

Volume 55 of Notes was sent, in its entirety, for copyright registration.

Early in August, Boettcher received notification that LC had raised its rates from \$20 per item to \$30 as of 1 July, 1999. It appears LC did not honor postmark dates, as the package was postmarked before 1 July.

D. Contributions.

Since the New Orleans meeting, Boettcher has acknowledged 40 contributions. Matthews acknowledges contributions of \$100 or more. From 1 July through 16 September, MLA received 72 contributions, totaling \$4,220.00. The breakdown for the first quarter is:

Patron:	1 contribution	\$1,000.00
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Unrestricted:	17 contributions	\$1,190.00
Duckles:	8 contributions	\$ 230.00
Epstein:	13 contributions	\$ 515.00
Freeman:	13 contributions	\$ 450.00
Gerboth:	8 contributions	\$ 290.00
General End:	12 contributions	\$ 545.00

Twenty-eight sustaining memberships have brought in \$4,200.00, \$2,100.00 of which is an additional contribution to the operating budget. The running total for calendar 1999 is \$11,199.68. The breakdown is as follows:

Patron:	1 contribution	\$1,000.00
Unrestricted:	18 contributions	\$1,381.68
Duckles:	8 contributions	\$ 230.00
Epstein:	17 contributions	\$4,610.75
This includes the Epstein's shares		
Freeman:	24 contributions	\$ 978.00
Gerboth:	8 contributions	\$ 290.00
General End:	47 contributions	\$2,709.25

E. Other.

1. Ballot and Convention Mailings.

The ballot mailing is scheduled to go out on 12 November, so that the election may close in early December and Matthews can notify candidates of the results. The convention mailing is scheduled to be sent on 17 November.

2. Letterhead.

Boettcher has approximately 250 sheets of letterhead left (third ream). Board members should advise her of their need for more.

3. On 25 June, Boettcher printed out the 2/98 through 3/99 Board-L correspondence and mailed it to the MLA Archives.

4. Fact Sheets.

After checking with Dankner and Matthews, Boettcher completed utilitarian corporate fact sheets and mailed them to Karass for the ALA exhibit.

The Board is incredibly grateful to Boettcher for the wonderful job.

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

Chapter Liaison.

Walker reported that she is in regular correspondence with the chapters via the chapter listserve. She attended the Archives, Joint Committee meeting for Matthews on 24 September. She will attend the New York State-Ontario Chapter meeting at SUNY-Buffalo this October and the Atlantic Chapter meeting at the Curtis Institute in November. Walker is encouraging members to participate in the new "Best of Chapters" program scheduled at the annual convention in Louisville.

The Board expressed many thanks to Walker for all she does.

VII. President's Report. Paula Matthews.

A. Administrative Structure.

Recent Changes.

All changes have been reported via email.

B. Correspondence.

Matthews sent out many thank you letters.

C. Other.

Matthews would have liked to have spent more time on MLA publications this year. She did spend a good deal of time on plans for the Toronto meeting, as well as issues related to RISM. She looks forward to Ruth Solie's participation at the MLA meeting in February. Matthews plans to attend the Midwest and New England chapter meetings, the American Musicological Society meeting, and the Juilliard library dedication.

VIII. Editors' Reports.

A. Basic Manual Series.

The Board reviewed the report submitted by Jean Morrow in which she remarked on the status of individual volumes and on recent discussion with Shirley Lambert at Scarecrow concerning the publication of the series. Morrow and Matthews will meet with Lambert in Boston in mid-October to work on the details of the contract.

The Board expressed kudos to Morrow and the editorial board.

B. Index and Bibliography Series.

The Board reviewed the report submitted by David Farneth, which included a proposal for an annotated bibliography of music librarianship to perhaps be published to commemorate MLA's 75th anniversary. The Board encourages Farneth to develop the idea and looks forward to a more specific description of the project. Farneth was thanked for keeping the Board up to date and for his continuing efforts to develop new publications for the series.

C. Music Cataloging Bulletin.

The Board reviewed the report submitted by Philip Schreur.

The Board continues to be grateful to Schreur for his work on the publication.

D. Newsletter.

The Board reviewed the report submitted by Linda Hartig in which she asked about a term limit for this editorship. The Board responded that there is no specified term and that it hopes she will continue on in this position, at least until the transition to the electronic version is complete.

Hartig is doing a wonderful job and her work is very much appreciated.

E. Notes.

The Board reviewed the report submitted by Richard Griscom. In his report, Griscom wondered if the March 2000 "millennial" issue should also be published simultaneously as a monograph in the Technical Reports series. It was noted that he has already talked to Vandermeer about this proposal. Board members suggested that it would be nice to have this available at the Toronto meeting. If it were not published as a Technical Report, additional copies of the Notes volume would need to be printed to satisfy the anticipated larger audience.

Griscom was thanked for his lovely prose and excellent work.

F. Technical Reports Series.

The Board reviewed the report submitted by Philip Vandermeer. It was noted that he will take over shepherding the Maple/Morrow volume to completion. The Board suggests that he look into the Sheet Music Cataloging Guidelines publication project (see also XI.D.).

Vandermeer is doing a fine job and is off to a great start.

G. Website.

The Board reviewed the report submitted by David Gilbert. The Board observed that hopefully, at some point, individuals responsible for items on the MLA Website will be able to update their documents without the editor's assistance.

The Board thanked Gilbert for a wonderful job.

IX. Special Officers' Reports.

A. Advertising Manager.

The Board reviewed the report submitted by Susan Dearborn. The Board has not proposed any changes to her role under new administrative services. No changes will be made to this area unless Dearborn requests them.

The Board is very grateful to Dearborn for her excellent work.

B. Convention Manager.

The Board reviewed the report, calendar, and budget submitted by Don Roberts and met with him.

1. 2000 Louisville meeting.

a. The Membership Committee is recommending a \$15 additional charge

to non-MLA registrants.

b. Three tours are scheduled: an organ crawl, and trips to IU and Shakertown. The tour to Bloomington may be canceled if the weather is inclement. The fee for the Shakertown tour does not include a charge for transportation, as a member has generously donated a gift in kind to pay for the bus.

c. AV continues to be a very expensive line, especially for computer-related equipment such as projectors. This expense should probably be incorporated into a discussion of the MLA budget.

d. New budget lines have been created for an Automation Consultant and for Liability Insurance. Lenny Bertrand has again agreed to serve as the consultant. Thanks to the Finance Committee for inserting a honorarium budget line to support this position, to Lenny for agreeing to serve, and to Robert Curtis for sharing Lenny with MLA.

e. Roberts encourages everyone to take advantage of the Conventions in America Reservations Center to receive discounted airfare and to support MLA.

2. 2001 New York City meeting.

The LAC has a very detailed plan for fundraising. It is hoped a lot of money can be raised due to the costs associated with attending this meeting.

3. 2002 Las Vegas meeting.

The Tropicana, MLA's first conference site choice, would not sign a contract guaranteeing prices this far ahead of time, so MLA signed with the Riviera, the second choice. The Riviera is a more modern space with an excellent dining room for the banquet on the 38th floor. Other conventions will be taking place at the same time. The hotel is not liberal with room allocations prior to the start of the conference. The room rate will be \$109 and the meeting will run Monday through Thursday.

4. 2003 Austin meeting.

Austin is a "stay over Saturday night " city. MLA is currently looking at three hotels. The Hyatt seems to be the most likely choice at this point.

The Board thanked Roberts for attending the meeting and for his outstanding work.

C. Placement Officer.

The Board reviewed the report submitted by Paul Orkiszewski. Board members noted that Paul's work is timely, helpful, and he is wonderful to deal with on a one-to-one basis.

Orkiszewski was very warmly thanked for a tremendous job.

D. Publicity Officer.

The Board reviewed the report submitted by Alan Karass.

Bravo! The Board expressed resounding cheers to Karass for a wonderful job, especially his work on the "MLA on the Web" bookmark and his work to publicize MLA.

E. Reappointment of Special Officers.

1. **It was moved by Ned Quist, seconded, and carried unanimously, that**

Motion

Bonna Boettcher be reappointed for the fourth time as Executive Secretary for a fifth year, with deep appreciation for her willingness to continue to serve and for all the contributions she has made and services she has provided.

2. **It was moved by Ned Quist, seconded, and carried unanimously, that**

Motion

Laura Gayle Green be reappointed for another year, with hearty thanks for the services she has provided.

3. **It was moved by Ned Quist, seconded, and carried unanimously, that**

Motion

the Board reappoint the Advertising Manager, Convention Manager, Placement Officer, and Publicity Officer each for another one-year term, with thanks for their service and fine work.

X. Standing Committees.

A. Development

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

1. Corporate Members.

In response to the question regarding the listing of corporate members in the MLA Handbook, Boettcher said that it would be no problem to double list them, just let her know. Danker should confer with Gilbert on the proposal to provide hotlinks to corporate members' URLs via the MLA Website, and then forward a joint recommendation to the Board. The Board sees no problem with listing pertinent information in the Handbook.

2. Brochures.

Farrington asked if a real MLA logo is needed for the giving brochures. Brochures and a logo would be good topics for the standing committee chairs to discuss at the Gesamtmeeting in Louisville. The Publications Committee will be asked to look into them as well as look over the final draft of the brochures. The Development Committee may want to work closely with the Publications Committee on refining the brochures and editing the text. A 501C3 statement should be added to the brochures. The contact information on the brochure should be the MLA Business Office. Suggested changes to the text should be sent to Dankner. Board members wondered if legal counsel should be asked to provide advice on the development program. It was also suggested that MLA think about tapping into the expertise of its management firm by integrating development activities into contracted services.

3. MLA Shop.

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

a. Silent Auction.

The auction is scheduled to take place.

b. Merchandise.

The Board is enthusiastic about the proposed receipts and merchandise for upcoming meetings and is curious to know the text of the proposed bumper stickers. Dorsey and the subcommittee were thanked for their fantastic work.

The Board expressed warm thanks and appreciation to Dankner and the committee for the report and all their many activities supporting the organization.

B. Education.

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

1. Workshop.

The workshop proposal and registration procedure for the session look fine. Thanks to the committee for sponsoring this interesting program which addresses the needs of both the professional and paraprofessional.

2. Ask MLA session.

Fry will be moderating the session. Matthews will follow up with Fry and McTyre on fine-tuning this session to reflect recent initiatives related to the budget.

Kuyper-Rushing and the committee were thanked for their wonderful work.

C. Finance.

The Board reviewed the reports submitted by the committee.

1. Convention Budget.

The Convention Budget was distributed as prepared by Convention Manager Don Roberts.

The Board unanimously approved the following fee schedule:

Motion

Early registration:	\$115	(Non-member: \$130)
Regular & on-site:	\$145	(Non-member: \$160)
Student:	\$ 65	(Non-member: \$80)
Single day:	\$ 65	

Banquet ticket:	\$ 45
Exhibit table:	\$425
Exhibit Internet connection:	[\$250 Fee established after the Board meeting]
Program ad rates:	
cover:	\$225
full page:	\$175
half page:	\$100
Preconference Workshop:	\$ 85

The Board unanimously approved the convention budget as presented by

Motion

the Finance Committee. The budget includes two new lines: a honorarium for an automation consultant and funding for liability insurance. The Finance Committee will notify Lenny Bertrand, this year's automation consultant, and Don Roberts, of the new consultant line.

2. FY 1998/99 Budget Overages.

The Board unanimously accepted the recommendation of the Finance

Motion

Committee that the following overages in fiscal year 1998/99 budget be approved: line 6.01, Subscription services, in the amount of \$1,622.30 for renewal mailing, printing, convention mailing and printing; line 6.02, Executive Secretary, in the amount of \$11,440.55 for travel and the Membership Handbook; line 6.03, Treasurer, in the amount of \$101.63 for accountant, supplies and travel; line 6.05, Presidential Office, in the amount of \$94 for travel, some of which is reimbursed in FY99/00 due to travel agent mischarges); line 6.06, Vice-President, in the amount of \$1,990.01 for travel; line 8.06, Placement Service, in the amount of \$151.27 for postage and copying; line 8.09, IU Clearinghouse, in the amount of \$3.46 (pass-through line); line 9.01, Inventory management, in the amount of \$356.96; line 9.08, MLA Website, in the amount of \$140 for additional maintenance fees; and line 11.0, Miscellaneous, in the amount of \$1,471.33 for credit card charges and Ad Hoc Administrative Services Proposal Review Committee travel.

3. **The Board unanimously approved the recommendation of the Finance**

Motion

Committee to authorize an overage in FY99/00 of up to \$250 in line 7.023 for travel.

4. The Board discussed at great length various issues related to the transition to a new management firm. The discussion resulted in several motions that will allow MLA to pursue negotiations with and engage a new firm for administrative services:

To assist the Association in business matters, the Board unanimously approved the recommendation of the Finance Committee to retain a lawyer and to use MLA financial resources to do so.

Motion

The Board unanimously approved the resolution of the Finance Committee to authorize the President, Vice/Past President, and Fiscal Officers to act on behalf of the Board in discussions with the aforementioned attorney.

Motion

The Board unanimously approved the recommendation of the Finance Committee that the Board authorize the use of all applicable funds from the FY99/00 operating budget and use the MLA Fund to cover fees, services, and expenses to make a transition to a new administrative services contract and to fund those services through the end of FY 99/00.

Motion

5. Audit Committee.

The Audit Committee consisted of Brad Short, Diane Parr Walker and Chris Lobingier in accordance with the MLA By-laws. The committee selected a sample of three lines from the FY98/99 budget for review; two from income and one from expenditures. The lines selected were 2.02, Mailing lists; 2.0112, Notes Institutional subscriptions; and 6.0422, Assistant Convention Manager. Out of sixty-two specific transactions reviewed, one income posting error of \$7,416.00 was discovered. The error did not change income totals. The Treasurer immediately corrected the error

on the MLA budget reports and notified the MLA tax accountant, Preston Morris. Lobingier was thanked for serving on the committee.

Many thanks to Quist, Short, and the Finance Committee for outstanding work this year.

D. Membership.

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

Matthews will update Wright on the committee's membership. The Board noted that no change to the registration fee was proposed for day registrants. The Board supports the proposal for a differential registration rate structure for non-members and recommends the committee work with Boettcher, Griscom, Green, McTyre, and Roberts to set up the form and procedure.

Wright and the committee were thanked for the report.

E. Nominating.

The Board reviewed the report submitted by Michael Colby, Chair.

Slate of Candidates.

It was moved by Ned Quist, seconded, and carried unanimously, that the Board approve the slate of candidates for the 1999 election submitted by the Nominating Committee. Colby had asked Matthews if position statements from presidential candidates were required for the ballot. It was noted that the Board had agreed that this practice should continue as reflected in the February 1990 minutes.

Motion

Colby and the Committee were thanked for their wonderful work.

F. Program Committee

1. 2000

a. Program Schedule.

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

Bennett and Dopp reviewed their comments on the program with the Board. Board members suggested several editorial changes as well as the following revisions: delete separate listings for MOUG activities; add presenter Ruth Solie to Small Academic Libraries Roundtable session; revise the Ask MLA title and panel information, try to move it to Friday at 12:30-2 pm, and possibly plan for additional equipment for the session; add tours information; clarify exhibit times; move the President's Reception to Friday evening; add the Development Committee Chair to the Gesamtmeeting; clarify listing for UNIX under System User Group heading; and remove CIC from schedule. Dopp will report these recommendations to McTyre.

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

b. Local Arrangements.

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

(1) Publicity.

The Board suggests contacting local chapters of music organizations such as AMS, state, and regional music associations. It also recommends publicizing the meeting via MLA-L; MLA chapter newsletters, websites and listserves; and posting the MLA Newsletter article on the MLA Website (work with Gilbert on this).

(2) Logo.

The logo should be forwarded to the Development Committee in case they need to incorporate it in merchandise design. Green will check to find out if there is any limitation on the logo's use.

(3) Internet access.

Roberts is looking into providing a faster baud rate.

(4) Transportation.

Since shuttle service is not available on Sunday, the Board suggests the LAC schedule a fleet of cabs based on departure information collected at the registration desk.

(5) Tours.

LAC may want to try to offer an alternative(s) to the IU tour if it is

canceled due to inclement weather. The Board asked who contracted for the Shakertown tour bus. Roberts should be consulted on this because if it is set up through MLA, liability insurance would be provided. McTyre should confer with Coscarelli to verify the time of the organ crawl.

The Board looks forward to a great Louisville meeting.

2. 2001

a. Local Arrangements.

The Board reviewed the report submitted by Jane Gottlieb and John Shepard, Co-Chairs.

The group is already very well organized and planning is well underway. The Board suggests the committee begin to discuss issues and needs related to technology. It supports the proposal to hold the LAC reception on Thursday at the Pierpont Morgan Library. The Board also supports the proposal to hold a reception/plenary at the Humanities and Social Sciences Library of The NYPL. LAC should check with Don Roberts before proceeding to schedule this. The committee should also look into providing transportation to these offsite events for those whom walking would be difficult.

The Committee was thanked for its excellent start on what promises to be a wonderful meeting.

G. Publications.

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

The Board concurs with Nuzzo's recommendation to hold off on proceeding with MLA electronic publications until the new administrative services provider is in place and/or a more flexible web server is selected. The Board recommends that the committee work with the Development Committee on the giving brochures (see X.A.2.)

Nuzzo and the committee were thanked for an excellent report.

XI. Special Committees.

A. Ad Hoc Administrative Services Proposal Review.

The Board reviewed the report submitted by the Committee and met with James Cassaro, Chair.

The committee's report recommends that the Board pursue negotiations with Kimball & Associates of McLean, Virginia as its next purveyor of administrative and management services. President Philip H. Kimball, Vice President Susan Oderwald, and Financial Manager Valarie Miller made an excellent presentation to the Board and then answered questions. The presentation outlined the firm's six core competencies and philosophy. K&A's focus is on small trade associations and professional societies and is experienced in helping them in the transition from an all volunteer structure to **one utilizing professional services. It was moved by Robert Curtis, seconded, and carried Motion** unanimously that MLA pursue negotiations with Kimball & Associates to carry out selected administrative services. **To expedite the process, it was moved by Robert Curtis, seconded, Motion and carried unanimously that the Board authorize President Paula Matthews, and/or Past President Diane Parr Walker, and/or Recording Secretary Roberta Chodacki, in consultation with legal counsel (see X.C.4. and MLA Constitution and By-Laws, V.C.5.), to act on behalf of the MLA Board and members regarding issues related to Academic Services and Kimball & Associates. Fiscal Officer Ned Quist is also authorized under these conditions to act on behalf of the MLA Board.** The Board was very impressed with the proposal and presentation, both of which demonstrated K&A's professional and personable demeanor, fresh perspective, ability to support the Association's current and future needs as outlined in Plan 2001, and analytical skills.

Heartfelt thanks to the committee for the wonderful work.

B. Ad Hoc Task Force on Plan 2001 Implementation.

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

The Board thanks the committee for their suggestions on the RFP review process. The committee now needs to review the plan and identify those items that

still need to be addressed. On Farneth's recommendation, Leslie Troutman has agreed to act as interim chair of the group while he is away on professional travel. Bennett will repost her "Responses to the Open Forum" for the Board and collect their comments on it to send to Troutman for the committee's use in Louisville.

The Board thanked Farneth for his excellent work. The committee's work on this important plan is very much appreciated.

C. Awards Committees.

1. Dena Epstein Award.

The Board reviewed the reported submitted by Therese Zoski Dickman, Chair.

It was moved by Jim Farrington, seconded, and carried unanimously, that the Board accept the recommendation of the Dena Epstein Award Committee for the 2000 Epstein Award. Motion

2. Kevin Freeman Travel Grant and Walter Gerboth Award.

The Board reviewed the reports submitted by Mimi Tashiro, Chair of the Kevin Freeman Travel Grant Committee and Mary Wallace Davidson, Chair of the Walter Gerboth Award Committee. **It was moved by Ned Quist, seconded, and carried with five** Motion

yes votes and four no votes, that the Board accept the recommendations of the Kevin Freeman Travel Grant Committee and the Walter Gerboth Award Committee for the 2000 grants/awards.

Curtis asked if the grant amount could be increased. Walker stated that the current formula is based on the cumulative principal. To devise a policy to build in flexibility between endowment principals would require a lot of discussion. Matthews suggested that perhaps the membership should be apprised of the interest in the grant through the Development Committee in order to increase donations. An increase in donations would be especially helpful to grant recipients for the upcoming New York City meeting in 2001. As usual, the award recipients should be asked to attend the business meeting to be recognized. Matthews will remind LAC that registration fees and banquet tickets for Freeman grant winners are gratis.

3. Publications Awards.

The Board reviewed the report submitted by R. Wayne Shoaf, Chair. It Was moved by Jim Farrington, seconded, and carried unanimously, that the Board accept the recommendation of the Publications Awards Committee for the 2000 Vincent H. Duckles, Richard S. Hill, and the Eva Judd O'Meara Awards. Motion

4. Special Achievement Award.

Walker asked the Board to send recommendations to the committee between now and the Louisville meeting.

D. Bibliographic Control Committee.

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

The Board agrees that it is a good idea for Barnhart and Vandermeer to discuss plans for the Sheet Music Cataloging Guidelines.

Barnhart and the committee were thanked for the status report.

E. Legislation.

No report.

XII. Search Committees.

A. Assistant Convention Manager.

The Board reviewed the report submitted by Kathy Glennan, Chair. Matthews will confer with Glennan about the position. Glennan and the committee were thanked for their efforts.

B. Notes Editor.

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

Warm thanks to Campana and the committee for their work and status report.

XIII. Joint Committees.

A. MLA Archives.

The Board reviewed the materials submitted by the committee chaired by Jane Penner.

Penner and the committee were thanked for the fine update on their activities.

B. MLA/MPA/MOLA.

The Board reviewed the materials submitted by the committee coordinated by John Shepard. The relationship among the groups is much more dynamic now; the recent meetings have been very good.

Shepard and the committee were thanked for the report.

XIV. Representatives to Other Organizations.

A. ALA.

The Board reviewed the report submitted by Jane Gottlieb, MLA Representative to ALA. The Board is impressed by the level of participation of MLA and former MLA members in ALA. It was noted that Donald W. Krummel was honored at the June ALA meeting in New Orleans. He received the 1999 Beta Phi Mu Award, which is presented to a library school faculty member or individual for distinguished service in library education. Matthews will consult with Gottlieb on organizing MLA's planning efforts through the Organizational Liaisons.

Gottlieb was warmly thanked for her excellent report.

XV. External Liaisons.

No reports.

XVI. Roundtables.

Matthews reported via email that the Musical Theatre Roundtable has been established, coordinated by John Brower.

XVII. Old Business.

No old business.

XVIII. New Business.

A. Charge for "Reports Gatherer." Leslie Bennett and Bonnie Jo Dopp.

Bennett and Dopp will share their recommendation with the Board via email after the Board meeting.

B. IAML. John Roberts and Sherry Vellucci.

Matthews has been talking with Roberts and Vellucci about MLA support for the 2002 IAML meeting in San Francisco. Matthews told them that she would be happy to forward a proposal to the Board and has encouraged them to write a recommendation for the Board's consideration.

C. MLSC Project. Jean Clinton.

The Board reviewed the proposal submitted by Jean Clinton of the Music Library Service Company and sees no problem with it. The Board suggests Clinton also run it by ALA for comment before proceeding. The proposed price list for sound recordings recommended in the Basic Music Library will probably be quite helpful.

XIX. Adjournment.

After the Board warmly thanked Ned Quist, with assistance from Bonnie Jo Dopp, for hosting the meeting; Dr. Robert Sirota, Director of the Peabody Institute, for the wonderful meeting space and a lovely reception; and Paula Matthews for supporting Saturday evening's merriment; Paula Matthews adjourned the meeting at 2:10 pm, Sunday, October 3, 1999.

Submitted by Roberta Chodacki, Recording Secretary.

Appendix I. New Policies Adopted by the Board.

1. MLA will retain a lawyer for general business advice. (X.C.4.)

