

MUSIC LIBRARY ASSOCIATION
Minutes of the Board of Directors
Meeting in Toronto
February 4-5, 1970

February 4

Park Plaza Hotel. 10:10 a.m. Gerboth presiding.

Present: Campbell, DeLerma, Gerboth, Hilton, Olmsted, Peterson, Smither, Weichlein.

Incoming Board Members Present: Epstein, Hitchcock, McClellan, Procter, Pruett.

Also: Ludden, Samuel.

The minutes of the previous meeting were approved as distributed.

The Treasurer's report showed the balance in our checking account as of December 31, 1969 to be \$16,509.30, the balance in savings accounts as of the same date to be \$7,065.78, and, therefore, the total funds held to be \$23,575.08. Hilton moved that in order to develop a reserve fund, we put \$2,000 into a savings account now, with more to be added later in the year if possible, the money to be used for non-budgeted purposes with the approval of the Board. Seconded and carried.

The Executive Secretary began his report with an outline of the duties of the Ann Arbor office. These duties, steadily increasing, include handling of memberships and subscriptions (billings, correspondence, etc.), MIA publications, meeting arrangements (mailings, material for distribution, etc.), ballots (preparation, mailing and counting), general correspondence, correspondence relating to Notes, and now collection of dues for IAML with related correspondence. He expressed the opinion that in the future, perhaps two years or so from now, the office would require two full-time clerical staff, with one of these to act as administrator under his supervision, as well as space to be rented elsewhere. In the meantime he requested a pay increase for his secretary: \$50 more per month for six months, beginning with March, and \$500 more annually beginning in September, when she will start her second year. It was decided that the Finance Committee should discuss the matter and bring a recommendation to the Board. (This was done in the course of the Toronto meeting, but after the Board had concluded its formal meetings. A written recommendation was therefore presented individually to the six voting Board members, who all signed it on December 6. It reads as follows: That the salary of the secretary to the Executive Director be raised from \$450 per month to \$485 per month, effective 1 March 1970, and to \$515 per month effective 1 September 1970; and that no further raises be granted until at least 1972. Such raises would make this salary commensurate with those for similar work performed in the geographical area in which the secretary is situated.)

Weichlein also raised the problem of when to drop members and subscribers for non-payment. At present, these people have received two free issues of Notes and have been billed twice, and he suggested they should be dropped now. Several Board members thought that we should not give up so easily, and it was decided that, at least for this year, a third free issue would be sent, followed by what was referred to as a "bleeding heart" letter with a return postcard for cancelling (and a request for the reason for cancelling). After a sufficient wait, plates would then be pulled and a list of both members and subscribers sent to the Membership Committee to work on. The list should exclude those who cancelled for reasons which would make further attempts unsuitable.

Smither, the Member-at-Large responsible for receiving committee reports, said that reports and minutes have been received regularly in some cases, while other committees have not responded. He was of the opinion that it is useful to keep such a file, both to have the material on record and to keep the committees on their toes. Because Smither's term has expired, Gerboth announced that the responsibility for

this activity is being transferred to Pruett. Smither thought that by working further ahead, the annual committee reports could be reduced in length. Some of the reports reproduced for this meeting were too long and there was not time to discuss cuts with the chairmen.

Olmsted reported that her activities with chapters had included attendance at the Midwest Chapter meeting; the program included some simultaneous committee meetings. State representatives have started to work in some cases, and a constitutional revision committee has been formed to try to make provision for sub-groups within the chapter.

It had been suggested at an earlier Board meeting that we might consider trying to increase the Hill Fund in order to use the interest for some kind of scholarship. Gerboth has asked Hitchcock to assume responsibility for investigating the possibilities and making recommendations to the Board.

Gerboth and Samuel described the various ceremonies of the Midwest Chapter and the city of Detroit in honor of the retirement of Kurtz Myers from the Detroit Public Library. Peterson moved that we authorize the presentation of an MLA citation to him. Seconded and carried. Gerboth will appoint someone to arrange for the wording and lettering of the citation, which it was hoped could be presented at the summer meeting in Detroit.

Gerboth reported that the grant for RISM which the AMS was trying to get from the National Endowment for Humanities, and which MLA had agreed to handle, did not come through.

In addition to the Members-at-Large responsibilities already mentioned, Gerboth appointed Epstein to continue the index of Board minutes, DeLerma to be concerned with grants if we should be involved with any application or receipt of same, and Wallace to handle the administrative calendar being developed for the Board.

Campbell spoke briefly about the new committee on advanced notation. Its emphasis will be on indexing and codifying methods, which is why it is an MLA, rather than an AMS, committee. Pruett suggested talking with Gardner Read, who is working on a similar project and probably would like to cooperate.

McClellan discussed the microforms survey project, saying that the general feeling, including the response of some outsiders, was that the format for the survey would not be useful; only lists of specific pieces would be. There are also a number of problems connected with restrictions on use and publication. It was agreed that a general directory would have minimal use and should be dropped, although the committee might wish to prepare another proposal, e.g. for a census of the major institutions, and bring it back to the Board. The Board voted its thanks to the committee, especially to McClellan, for all the work it has done.

The Board received a letter from Lenore Coral on behalf of the Southern California Chapter, which urged action regarding offending practices of some reprint publishers, e.g. advertising complete editions which are not complete. Gerboth will appoint a representative from MLA to attend sessions on this subject of the Resources and Technical Services Division of ALA at the Detroit meeting.

Gerboth mentioned that the Z-39 Committee Newsletter includes several items of possible interest to us; hopefully more of our people can be involved in these activities.

Gerboth announced that William Newman, president of AMS, had suggested that a method should be developed for periodically reconstituting our joint committees. Gerboth and Newman will work on this.

Recessed for lunch at 12:30 p.m.; resumed at 2:15 p.m.

Samuel reported a slow increase in Notes subscriptions. Not all are identifiable as from the subscription campaign; the increase is less than had been hoped for, but on the other hand, it has remained steady.

Gerboth said that Frank Campbell has agreed to replace Samuel as editor, and he described ~~MEM~~ arrangements made with NYPL for allowing time (probably about half

that necessary for the work), plus some of his secretary's time. She will also do outside work and be paid by MLA. Further arrangements are still to be made. Campbell will not be able to handle advertising solicitation, so Ruth Hilton will assist with this and other matters. Smither moved approval. Seconded and carried.

DeLerma moved that the Board express its appreciation to Samuel for his work. Seconded and carried.

Pruett distributed a list of MLA publications in print, making some comments about possible additions to the Index Series. The Board inspected the just-published Rules for Brief Cataloging and discussed the price. Hilton moved that it be set at \$1.50, and \$1.00 for members. Seconded and carried.

Pruett again brought up the matter of a statement on chapter publications. He urged that we send out a policy statement as a draft statement, and be prepared to change it in a year or so if necessary. There was some hope that an ~~edit~~ edited version might be presented for action at a later session of this meeting. (Note: This was not done.)

Weichlein distributed copies of Volume I, No. 1 of the Music Cataloging Bulletin, and announced that we have over 200 subscriptions so far.

The Board discussed alternative ways of handling the length of the President's term and related matters, the present arrangement being unsatisfactory. Samuel suggested a committee of past presidents to prepare a recommendation for the Board to consider, and then refer to the Constitutional Revision Committee.

Hitchcock presented a brochure for a new series, Earlier American Music, which he will edit; it will be sponsored by MLA and published by Da Capo Press. There will be consultation with ~~Da Capo Press~~ to avoid duplication; the general feeling of the Board was that the series should not duplicate other in-print reprints in order to have a certain item available within the series, the important thing simply being to have the items available in some way. Hitchcock expressed his intention that the series should not involve elaborate introductions, and his hope that the cost can be kept down. Gerboth suggested for future consideration that we might wish to put our royalties from this series into the Hill Fund if we decide to use this as a scholarship fund.

A regular schedule for three issues a year of the Newsletter was arranged with Ludden; the deadlines for copy were set for February 18, July 6 and November 4. Regular features to be included will be reports of Winter and Summer meetings, activities of chapters and committees, announcement of MLA publications, members changing jobs (for the Fall issue), summer institutes and workshops, etc.

In order to establish an administrative calendar, Gerboth collected and noted on a calendar the various deadlines to be met by the Executive Secretary, the Board members, the editor of the Newsletter, the editor of the Music Cataloging Bulletin, etc. It will be Wallace's responsibility to make copies available to the Board.

During further discussion of the office of President and of qualifications for the office, there seemed to ~~be~~ general agreement that the nomination should not be limited, as it now is, to past members of the Board. One suggestion of a way to give opportunities to more members would be to establish an advisory council which would bring in newer, younger people as well as honor more established ones.

The meeting adjourned at 5:30 p.m.

February 5

Park Plaza Hotel. 8:20 p.m. Gerboth presiding.

Present: Campbell, DeLerma, Gerboth, Hilton, Olmsted, Peterson, Smither, Weichlein.

Incoming Board Members Present: Epstein, Hitchcock, McGlellan, Procter, Pruetz, Wallace.

Also: V. Lowens, Samuel.

The Board returned to questions related to officers, elections, length of terms.

etc., and took a number of informal preference votes for the guidance of Lowens and her Constitutional Revision Committee. Both incoming and outgoing Board members participated in these votes.

Regarding the presidency, the following suggestions were generally favored: that the person be Vice-President and President-Elect for one year, President for two years, and Past-President for one year; during his last year (as Past-President) there would be no Vice-President and he would assume the Vice-President's responsibilities. Other suggestions favored were that the President-Elect in such a case need not necessarily have been a Board member, and that he not be immediately re-electable.

The office of Treasurer was considered next. Weichlein urged appointment, probably by the Board, rather than election; the Treasurer would then be a non-voting member and would be subject to annual re-appointment. On the whole this idea met with approval, and after some discussion, the predominant feeling was that there should be no fixed limit to the possible number of re-appointments.

With the increase in the number of Members-at-Large, it seemed wise to try to remedy the present one-vacancy, four-vacancy elections. Wallace suggested that if the Treasurer is made appointive and non-voting, we might add one more Member-at-Large in order to have an uneven number of voting members; we would then elect three each year, all for two-year terms. There was general agreement on this and also in favor of dropping one suggestion whereby we would elect one two-year and one three-year member each year. The Board agreed that the advisory group (all or mostly past Presidents) which was suggested during the previous day's session should meet soon; the Board will have to be circularized so that the Constitutional Revision Committee can complete work on the necessary revisions in time for the next Winter meeting. As a way of straightening out the present situation, the Board approved the following plan, which should be submitted for approval by the membership: in 1971, elect one Member-at-Large; in 1972, elect the sixth Member-at-Large (if approved in 1971), and two others; in addition, in 1972, two of the four who were elected in 1970, and whose terms would ordinarily be expiring, would be chosen by lot to continue to 1973, at which point we would have established three vacancies each year.

Traditionally the Winter meeting has been the Annual Business Meeting, but the constitution does not clearly state this. There was general agreement that it should be made possible, but not mandatory, to transact business at any membership meeting, except for elections, which would remain connected with the Winter meeting.

Weichlein suggested an increase in student dues to \$6.50, still without voting rights, to be effective as of the next membership year. Smither so moved. Seconded and carried.

Olmsted has received a small grant from Oberlin to be used for a feasibility study of the possible establishment of a union catalog of original cataloging for music and phonorecords in the Oberlin College Library. After considerable discussion, Smither presented the following resolution: "Recognizing the need for central availability of non-Library of Congress music and phonorecord cataloging, the MLA Board of Directors supports the undertaking of a feasibility study by Elizabeth Olmsted for the establishment of a union catalog of such materials." Hilton moved acceptance. Seconded and carried.

In relation to a report of the Law Library Association which Gerboth had distributed, and to comments by Olga Buth and William McClellan in connection with their committee activities, Gerboth asked for opinions on the usefulness of an analysis of MLA membership. Peterson said that the Board had considered this several years ago, at least partly for use with potential advertisers, but nothing was carried out. Samuel thought that it would not be useful for Notes. Olmsted pointed out that statistics are often useful as levers. After some further discussion, Gerboth decided that the matter should be taken up at the April Board meeting, and he requested DeLerma to look at the applications and inform the Board of what would be expected from us by, for

instance, the Council of Library Resources, if we were to attempt to get a grant for the project. Wallace suggested that committee chairmen be asked what they would like to know about the membership.

Gerboth announced that we are again faced with the problem of obtaining hotel space for the Summer meeting, since ALA always appropriates most of the space far ahead.

The meeting adjourned at 11:40 p.m.

Respectfully submitted,

Melva Peterson

Melva Peterson,
Recording Secretary