MUSIC LIBRARY ASSOCIATION

Minutes of the meeting of the
Board of Directors
in New York City
November 13-14, 1970

Friday, November 13
Lincoln Center, 1:15 pm. Walter Gerboth presiding.

I. Secretary's report

The minutes of the previous meeting were approved as distributed.

II. Treasurer's report

Ruth Hilton presented the financial report for the 3rd quarter, ending September 30, showing the balance in the checking account to be $17,110.36 and in the savings account $10,061.64, a total of $27,172.00. She said that as of November 12 the total was about $22,408.00 in checking.

III. Executive Secretary's report

Bill Weichlein reported a membership of 3510 at the end of the 3rd quarter, or 3555 including gifts, exchanges, and honorary and life members. He said that as of November 12, this latter figure had reached 3599, MLA's peak figure of April 1970, and that about 70% of the membership had paid their fees so far. He said that because of the summer letter soliciting early payment of fees, MLA is at the moment $3,000.00 ahead on dues and subscriptions compared to the same time last year. He said he plans to bill one more time and then toss out delinquents before the sending of the March 1971 issue of Notes. He reported 419 subscriptions, in all, for the Cataloging bulletin and a total of 195 standing orders for the Index series. He mentioned the tremendous amount of work necessary in the MLA office at Ann Arbor in servicing nearly 3000 dues and subscriptions, not to mention the Index series, Cataloging bulletin, brief rules and miscellaneous publications. The volume of correspondence, moreover, is considerable. He said that due to pressure of academic work, he has not been able to do as much personally in the MLA office as in the past, and he thought that MLA should consider commercial space as a possible future necessity.

IV. Reports of Members-at-Large

With regard to the project of making a survey of all music-library collections in the country, Mary Wallace reported that according to her estimates use of chapter mailing lists yields about 16.3% more institutions than a combined survey of the Musical America directory and the MLA membership directory. She said that the compilation of such a mailing list would be "very time-consuming" and should perhaps be taken into account in the cost-estimate of the project. The establishment of criteria as to what constituted a music collection was difficult — any library possessing over 50,000 volumes and having as well a collection of phonodiscs — and Bill McClellan said he would look up work he did on a microform survey to see how he arrived at a mailing list for his project.

Dana Epstein reported that her indexing of the Board minutes is up to date.
Bill McCallan said that a June-December report for all chapters would be distributed at the Washington MLA conference.

Jim Pruet reported the existence of a new chapter with Kathy Logan as chairman - the Southeast Chapter of MLA - which met recently with about 25 members present representing most of the southeastern states. They will collect no dues, and meet once a year.

VI. President's report

A. Administrative structure

Walter Gerboth reported that two new MLA committees have been proposed:
(1) a joint MLA/NASM Committee, and
(2) a Public Libraries Committee.

Although neither has yet been formed, the existence of the first has been brought up because the National Association of Schools of Music has asked MLA to constitute a qualified music librarian, and
(ii) what is the advisability of a separate departmental music library as opposed to one assimilated in a library incorporating all disciplines. NASM also has a Bibliography Committee and Walter felt that Jim should sit on it, offering MLA services where necessary. The necessity of a Public Libraries Committee seems pointed up by the clear imbalance in MLA between the representation of public and academic libraries, a discrepancy reflected in the present Board membership (where only one public library is represented). It was decided to postpone discussion concerning NASM's request until later (see p. 7).

B. Survey of Illinois Music Collections and Staff

Don Phillips' survey of Illinois music collections and staff was commended, and it was suggested it be mentioned in Notes for Notes.

C. Martin Silver, dealer

After some discussion it was decided that Martin Silver's activities as a dealer and as a member of MLA's Committee on Selected Lists did not necessarily reflect a conflict of interests, and that such a situation was all right as long as a dealer did not influence in his favor the compilation of such a list.

D. ERIC

These initials apparently represent some computer-produced program of the Modern Languages Association, and Walter had been asked if there was any contribution of any sort MLA would like to make. There was no affirmative response from Board members.

E. The Baroque Trio plays for Geigy

Geigy Chemical Corporation has had performances recorded by the Baroque Trio, and has written MLA asking for a list of institutions to which the record could be sent.

F. Hungarian Music Library Association

Ivan Petes of the Hungarian Music Library Association has written requesting cooperation between his association and MLA. Walter has readily agreed.

G. MLA exhibit at Catholic Library Association regional meeting

Ida Reed being on vacation, the travelling MLA exhibit was sent to the recent Catholic Library Association regional meeting 10 days ahead of the meeting, but took 12 days to arrive, consequently missing the event.

H. Legal affairs

The Rockefeller Foundation wants to put MLA funds for travel to IAML meetings unless MLA submits proof of tax-exempt status. Walter has got the articles of incorporation of MLA from Washington, and a tax-exempt status form has been sub-
I. SAM

Discussion centered around how to express to Harold Samuel MLA's appreciation for his remarkable contribution as editor of Notes during the past five years. It was suggested that everyone who has worked with him on Notes during this period be invited to write their appreciation which would be bound in a one-and-only volume printed in the familiar Notes format by Humphrey Press, the Notes' printer, and presented to Sam. Jim commended the idea, and suggested we also do something "grand". Ruth indicated we could think in terms of $500, and it was suggested we contact Sam's wife for some discreet suggestions. Walter recommended that since Sam had indicated there will be little travel money from his institution for some time to come, MLA pay his expenses to the Washington meeting, have the cocktail party in his honor, and tell him so.

J. MARC II and the program for music and phonorecords

Walter wondered what say, if any, MLA had in the MARC II format as applied to music and phonorecords. Apparently Mrs. Avrams from LC came to see Mary Lou Little, who has developed the MARC II format for music and records at Harvard, after the Detroit MLA meeting, and it has been stated that LC will use Mary Lou's program pretty well intact when it gets around to applying MARC II to music. One suggestion put forth was that Mary Lou present her program at the Washington meeting.

VII. Report of Notes' editor

Frank Campbell, who, with Ruth Hilton, will be taking over from Sam for the March issue, reported that articles are planned through the December 1971 issue of Notes. He said that François Lesure has written to him asking if Notes would publish the supplement to the eighteenth-century anthology volume of RISM, since the supplement would get greater distribution this way. Lesure said that Notes is free to publish the material. Frank Campbell said that if this were done, the material would have to be serialized, and it was agreed it would be more useful as a separate volume. Walter suggested that if it were serialized in Notes, it could also be issued as an offprint, its margins blown up so that the volume would be the same size as the RISM volumes. Jim recommended that this be done, and that information be printed in Notes that an offprint was available. It was agreed that Frank should write to the presidents of IAML and IMS and also to Henley, the publisher of RISM, sending as well copies of the letters to Lesure, stating that Notes would publish the anthology material.

VIII. Other publications

A. New edition of Manual of music librarianship

A copy of a letter from Carol Bradley was circulated, in which she estimated the summer of 1973 as the earliest date at which she could produce a 2d edition of the Manual of music librarianship, she being tied up for a full twelve months with academic studies in Florida. Discussion centered around whether it was advisable to print a new edition of the Manual at all, and what purposes the Manual served. Walter decided to set up a committee to review the old Manual and think about a new one, and several names for this committee were suggested to him.

B. Music cataloging bulletin

Walter reported that he took an informal poll of the Board and stopped when he received a majority affirmative vote to increase the price of the Cataloging bulletin from $4.00 to $5.00 per year to take care of the occasional larger issue such as will be necessitated by a resumption of the Cataloging Institute taking place in Washington.

C. Publications Committee

J. Jim Pruett reported that the following items of the Index series will soon be
VIII. Commercial exhibits

Kathy Logan, program chairman of the midwinter meeting, sent along an inquiry with JIM concerning commercial exhibits. Dana moved that $30.00 be charged for one exhibit space consisting of a six-foot table, Dominique adding an amendment that Walter be allowed to alter the figure where necessary in order to clear $30.00 for MIA. The amendment and the motion were seconded and carried.

The meeting adjourned at 5:30 pm.

Saturday, November 14

Lincoln Center, 10:30 am, Walter Gerboth presiding.

Present: the same people as on the day preceding, with Stephen Fry for the first part of the afternoon.

IX. Committees and representatives

A. Aaron Copland and Modern music

Walter announced that Aaron Copland has indicated an interest in having a thorough Index of Modern music prepared utilizing the Modern music funds of over $3000.00 to pay for it. Bill Lichtenwanger has estimated that it will cost approximately $600.00 and has offered the services of Wayne Shirley to prepare it.

B. Publicity Committee

Discussion about the Publicity Committee was deferred until Stephen Fry’s appearance after lunch (see p. 5)

C. Committee on Advanced Notation

The Committee on Advanced Notation asked the Council of the National Endowment for the Humanities for $10,750 now and $10,000 later for the compilation and publication of its codification of advanced notation. The Council granted the latter. This $10,000 must be matched, half the sum by June 30, and the Board tossed around ideas about how to raise the money.

D. Slate of Board Candidates

The Board approved the following slate of candidates submitted by the Nominating Committee:

- President: Bill McClellan
- Vice-President: Olga Ruth
- Treasurer: Ruth Hilton
- Member-at-Large: Richard Colvin
- Marion Korda
Walter suggested the following criteria for the selection of recipients of MLA citations: the recipient should have contributed to the national affairs of MLA and to the furthering of MLA's aims, even if not via MLA directly. Ruth Hilton moved that these criteria be accepted. Mary Wallace seconded the motion, which was subsequently carried. Dana Epstein moved that MLA membership not be a prerequisite to the receiving of a citation. Ruth Hilton seconded the motion, which was then carried. After some discussion, it was moved by Jim Pruett and seconded by Wiley Hitchcock that Harold Spiwacke, Ed Waters and Virginia Cunningham receive citations at the Washington meeting. The motion was carried.

X. National Union Catalog

William Welsh, Director of Processing at LC, wrote Walter a standoffish letter in which he said that LC had solicited from other libraries only cards for monographs and monographs in series, and that the cards existing for music and phonorecords, amongst the 226,000 that MLA would like to see sorted and printed, were received in error. He wanted to know exactly what MLA's plans were. It was agreed that Walter should make a trip to Washington to see him, if possible.

XI. Policy re discounts to subscription agencies and dealers

Walter reported that the Finance Committee unanimously approved the following policy concerning discounts to subscription agencies and dealers:

- sale of mailing lists - no discount
- sale of sample copies - no discount
- sale of publications (subscriptions and single issues) - special price to members, and 20% discount to subscription agencies and dealers.

Dana Epstein moved that the policy be adopted. Jim Pruett seconded the motion, and it was carried.

XII. Permission-to-reprint fees

Walter reported that at the moment we have no policy concerning what we should charge for reprinting. Bill Lichtenwanger charges $30.00 for reprinting articles from Modern music, $20.00 going to the author and $10.00 to MLA. David Hamilton had suggested to Walter that a moderate fee would be anything from $30 to $50. After some discussion it was moved by Mary Wallace that MLA charge $5.00 per page, with 2/3 going to the author and 1/3 to MLA, the price being subject to negotiation in exceptional circumstances. Ruth Hilton seconded the motion, which was carried.

The meeting adjourned at 12:30 for lunch, and reconvened at 2:00 pm.

TXB. Publicity Committee (from p. 4)

Stephen Fry, chairman of the newly formed Publicity Committee, was present to discuss what his job should entail. It was suggested to him that MLA's publications should be advertised in pertinent journals - library journals, scholarly journals - with certain articles, such as Renaissance news and Speculum, being advertised in specialized journals, and Das Chorwerk, for example, in choral journals. It was suggested Steve's first job be to draw up (i) a list of scholarly journals to which he could send review copies, and (ii) a list of dealers to whom should go review copies and a list of all our publications in print. It was also suggested that he submit notices of meetings to calendars of events appearing in various library journals. Bill Weichlein said he would send Steve a list of calendars which he should notify. Jim Pruett agreed to send Steve one copy of every MLA publication being issued, and one copy of every chapter publication, so that Steve could decide to what journals review copies should go. Steve would then request from Bill Weichlein the required number of review copies to send to the journals. Dana suggested that information also be sent to library schools, and Bill Weichlein agreed to send Steve a list of accredited library schools. Only five of them, he said, offer courses in music librarianship. Another suggestion was that placement offices of music schools be contacted, and Walter suggested the CMS directory be used for this purpose. Steve said that he intends to choose one person from the east, one from the midwest, and one from the west, for his Publicity Committee.
Ruth Hilton presented her budget report, and during the discussion which followed moved that prices for volumes in the index series be so gauged that the standing order will pay for the publication. Jim Pruitt seconded the motion, which was carried.

The Finance Committee made the following requests:
(a) that the $500.00 annual honorarium to the advertising manager of Notes be reinstated
(b) that the Board rescind the stipulation made in February 1970 that the salary of the Executive Secretary's clerical help not be further increased until 1972; that the Board instead approve an annual increment to take effect October 1 each year, the amount of such increment to be variable, and the increment for October 1, 1971, to be $170.00 (the present salary is $6180.00)

Ruth Hilton wanted it known that point (a) was not her idea, and Bill Weichlein pointed out with respect to (b) that his clerical help, not being on the University payroll, receives no fringe benefits, and that in such cases salary is usually 25% higher than normal to compensate for the loss. Jim Pruitt moved that the Finance Committee's requests as outlined in (a) and (b) above be accepted, Dominique de Lorme seconded the motion, which was carried.

Mary Wallace moved that the Board accept the budget as a whole. Dean seconded the motion, and it was carried.

Walter pointed out that as far as costs are concerned, there are many things we don't know, the exact cost of producing one issue of Notes being an example.

XIV. Constitution and By-Laws Revision

Walter reported that it would be ideal to undertake constitutional and by-law revision as a whole, but that legal advice is necessary and in progress. There are five features, he said, which need to be changed immediately:
1. change the qualifications for elected officers, deleting the requirement that the President must have been a Board member
2. alter the terms of the Members-at-Large so that they overlap better
3. change officers and terms so that one person is Vice-President for one year, President for two years, and Past-President for one year
4. change the Treasurer to an appointive officer and specify that one Member-at-Large be a fiscal officer
5. remove specification of membership dues and add that they should be determined by the Board.

Walter said that he will meet with the Constitution Revision Committee, mail out revisions, and ask for phone calls if there are any objections.

 XIV. Future meetings

A. Walter reported that with two offers to pay expenses to send someone to Las Vegas to make local arrangements for an MLA conference in the summer of 1973, it would have to be Las Vegas, the city where MLA is meeting, for that conference. Don Roberts is the local arrangements chairman.

B. Walter reported that we have received a very attractive offer from Indiana University in Bloomington for the summer of 1973, and an offer from the city of Austin, Texas, for the winter of 1973. He said we have not completed arrangements with the University of Texas as a host institution. Ruth moved that we accept Dominique's offer of Bloomington, 1973, to be interpreted as the winter of 1973, in lieu of the Austin, Texas arrangement. The motion was seconded and carried. The schedule of future meetings therefore stands as follows:

winter '71 Washington
summer '71 Dallas
winter '72 Tucson
summer '72 Chicago
winter '73 Bloomington
summer '73 Las Vegas
winter '74 Urbana
summer '74 New York
winter '75 San Juan, Puerto Rico
VI A1. NASM's two requests

(i) Qualifications of a music librarian

Discussion returned to the two requests of NASM (see p. 2) the first of which was for a definition of the qualifications of a music librarian. Dominique asked how such a statement, once it were drawn up, would be put into effect. Walter replied that it could be distributed as official MLA policy, or that it could simply be sent to NASM in response to a specific request. He suggested that for purposes of the Board's discussion, the latter procedure be followed. After some discussion, the following statement was drafted:

A music library should be developed and serviced only by a qualified music librarian.

A qualified music librarian should have formal educational training that gives evidence of:

1) adequate basic training in music, e.g. ear training and theory,
2) a strong background in the history and literature of music,
3) exposure to various facets of librarianship, including cataloging and classification, reference and bibliography,
4) familiarity with several foreign languages, e.g. French, German, etc.

This evidence is typically achieved by a bachelor's degree in music (preferably a B.A.) and a master's degree in library science, with a master's degree in music being highly desirable.

Persons who lack some of these qualifications should be evaluated to determine whether their professional activities may be considered adequate to stand in lieu of the lacking qualifications.

Walter said he would have this statement forwarded to NASM, and would then bring it back to the Board to open up the matter for further discussion.

(ii) Location of the music library

After some discussion, the following statement was approved:

Because the materials of the music library require the facilities of a music building for adequate and effective use, and because this is the one location on a campus where the diverse materials and diverse collections needed for the effective study and teaching of music can be brought together, it is important that the music library, although administratively part of the central library system, be located in the same building with, and adjacent to the School of Music/Music Department.

It was agreed that Bill Welchlein should pass the statement on to NASM, and that Walter would return it to the Board for further discussion.

The meeting adjourned at 4:30 pm.

Respectfully submitted,

Beverley Procter
Recording Secretary