

MUSIC LIBRARY ASSOCIATION

Minutes of the meeting of the
Board of Directors
in Dallas, Texas
June 23-26, 1971

Wednesday, June 23

Stoneleigh Terrace Hotel, 2:25 pm. Bill McClellan presiding.

Present: Richard Colvig, Dena Epstein, Walter Gerboth, Ruth Hilton, Marion Korda,
Bill McClellan, Beverley Procter, Jim Pruett, Don Seibert, Mary Wallace (at
5:00 pm.), Bill Weichlein.

I. Secretary's report

The minutes of the previous meeting were approved as distributed, with the following corrections:

| | | | |
|---------------------------------|---------------------------------------|---------|----------------------------|
| p. 2, VI A 1 c | Mrs. Madeleine Hunter | becomes | Mrs. Madeleine Hogan |
| p. 4, E 2, 6th line from end | MLA's hoped-for tax- exempt status | becomes | MLA's tax-exempt status |
| p. 4, 3d line from bottom | publish to material | becomes | publish the material |
| p. 6, IX 2, 3d line from end | would from | becomes | would form |

II. Treasurer's report

Ruth Hilton said that interest totalling \$128 had been paid to the IRS for late payment of taxes covering the last quarter of '67 through the third quarter of '69. She said that as of June 13 we had spent 61% of the operating budget and that "being a little bit parsimonious" is the watchword. 99% of the \$300 budgeted for telephone has been spent. She said that she would send out the financial statement for the second quarter at the end of that period.

IX. Committees and representatives

F. ALA Council representative

Guy Marco joined the Board to report that the ALA Council is considering recommending to the ALA Constitution Committee that the affiliated members (MLA is one) be dropped from Council representation, and that the Council consist of 100 elected members plus one member from each of the state library associations. He said that the second of their three meetings on this matter would take place the following morning at 8 o'clock. (See also p. 4)

VI. President's report

C. Exhibits director

Dick Walker joined the Board and reported that for the Tucson meeting fourteen exhibitors have made commitments for space, and five have made tentative commitments. At Washington the exhibitor paid \$35 for a 3' x 6' table. Walter moved that for Tucson the fee be \$50. Jim seconded the motion, which was carried. It was agreed that free time should be provided on the program for the viewing of the exhibits, and that Dick should make sure the Program Chairman allows for this. Jim said that

it is also a good idea to put on the program the names of people servicing the exhibit booths.

Dick felt that MLA's travelling exhibit should be sent to chapter meetings, and that since in such cases MLA would occasionally need two exhibits on display simultaneously, a second exhibit should be made up. It was agreed that the \$50 or so he would need for this be granted. He also felt that the exhibit could be modified somewhat to advertise our services (e.g. placement) as well as publications and that it could feature photos and drawings, as well as brochures and sample publications. Jim suggested that the exhibits should go to meetings of regional library associations, and it was agreed that for the fall Board meeting Dick should provide a list of places to which he would like the exhibit sent next year.

III. Executive Secretary's report

Bill Weichlein distributed the new MLA brochure and the card giving the MLA office's new address. It was suggested that in a new printing of the brochure specific publications, such as the Cataloging bulletin and the Newsletter, be mentioned in the last paragraph under "Publications". And the name of the Southeast chapter of MLA, accidentally printed as Southwest, will be corrected.

Bill Weichlein suggested three means of increasing MLA's income:

- (i) We could increase the sales of all our publications through greater advertising. The Index to Das Chorwerk, for example, could be advertised in JAMS, Fontes, Musical quarterly, Music educators' journal and other publications. Free advertising can be obtained by submitting notes to the Checklist in Library journal and to the professional materials columns in Music educators' journal. We could also possibly arrange some exchange ads with the Music Educators' National Conference, the Music Teachers' National Association and the American Musicological Society. Jim felt we should know with whom we have exchange ads, and it was agreed Ruth would supply this information. He felt we should also know the cost of placing ads in a selected list of journals, and it was agreed that Stephen Fry should supply this information.
- (ii) We should try somehow to increase our membership and subscription rolls with the aim of reaching 4,000 by the Tucson meeting.
- (iii) We should consider raising our rates beginning with vol. 29 of Notes and the membership year 1972-73, perhaps as follows:

| | | |
|--------------------------|-------------------------|-----------------|
| individual subscriber | \$12.00 | increase of 20% |
| institutional subscriber | \$20.00 | increase of 25% |
| individual member | \$15.00 | increase of 20% |
| institutional member | \$20.00 | increase of 25% |
| student member | \$6.50 (two-year limit) | increase of 23% |

We should also know the unit cost of each publication.

Amongst other matters Bill Weichlein mentioned was the late publicity for the MLA Institute, June 23d, for which registration was very low. The notice appearing in the June 1 issue of Library journal was much too late.

IV. Reports of Members-at-Large

Mary Wallace reported that her assistant in her survey of music collections in the United States has recently addressed North Carolina and New Jersey postcards, and is now into those for New York state. So far Mary has got back about 500 replies.

V. Vice-President's report

See p. 8, item XIV.

VI. President's report

A. Changes and additions in administrative structure

Bill McClellan distributed a five-page list on legal-size paper of MLA officers, representatives, committee chairmen and chapter chairmen. The following are new committee chairmen and representatives since April 3, 1971:

- a. Membership - Kathryn Logan
- b. Bibliographical Description - Michael Ochs
- c. Resolutions - Don Phillips
- d. CNLA Joint Committee on Library Work as a Career - Shirley Piper
- e. National Music Council - Thor Wood *see footnote below

A disbanded committee is the CNLA Joint Committee, Visiting Foreign Librarians.

B. Convention planning

1. Change in structure

At the moment the following are involved in convention planning: the local arrangements chairman, the program chairman, the publicity director, the convention co-ordinator, the Executive Secretary's office, the exhibits director, the chairman of the publicity committee and the chairman of the institutes committee. Ruth Hilton moved that the central information and headquarters for convention planning be centralized in the Executive Secretary's office, which shall be responsible for co-ordinating the whole operation. Jim seconded the motion, which was carried.

The meeting adjourned at 5:30 pm.

Thursday, June 24

Stoneleigh Terrace Hotel, 11:50 am. Bill McClellan presiding.

Present: the same people as on the day preceding, with Frank Campbell.

2. Policy concerning expenses for MLA conventions

It was agreed that the Board's policy as outlined in the Board minutes for April 2, 1971 (p. 3, item C) should stand. Bill Weichlein said he would keep a close eye on the convention budget, especially on travel expenses to speakers.

3. Convention co-ordinator

It was agreed that the list of duties drafted by Bill McClellan for the Convention co-ordinator would now be unnecessary, unless useful for the Executive Secretary, since as a result of the Board's decision to have convention matters co-ordinated in the Executive Secretary's office, the Executive Secretary now becomes in fact the Convention co-ordinator.

4. Convention budget checklist

Bill McClellan submitted a two-page convention budget checklist of items to be covered when the convention budget is planned. Ruth said that Board travel and President's expenses are not considered convention expenses, but Board expenses, and that the President's expenses would be deleted from convention expenses from now on. Bill McClellan also submitted a list of comparative figures for the last five MLA conventions, and estimated expenses for the Dallas and Tucson meetings.

* Bill McClellan said that ten people on the list are not MLA members, and it was agreed that they should be sent membership forms.

5. Convention calendar

Bill McClellan submitted a convention calendar for the Tucson and Chicago meetings. It was agreed that the following addition and changes be made in the Tucson calendar:

Sept. 15 becomes Aug. 1 for date reservation forms must be sent to exhibitors by the Exhibits director

Sept. 15: reservation forms must be returned by the exhibitors

Oct. 1 becomes Sept. 15 for date budget must be submitted to Executive Secretary and Board of Directors by Local Arrangements and Program chairmen.

6. Program content

Discussion centered around program content of conventions - the winter meetings have had open committee meetings, the summer have been geared toward ALA members. It was agreed that non-ALA people should not be charged to attend an MLA meeting, and that sessions should not be taped.

C. Exhibits director

See p. 1-2.

D. Calendars and deadlines

It was reported that the Cataloging bulletin has had an excellent record for being on time, the Newsletter being the only publication that has recently had trouble.

E. Other matters

1. A letter from Stuart Pope, President of the Music Publishers' Association of the United States, has gone to Don Phillips, Chairman of the Resolutions Committee, who has drawn up resolution no. 2 for the business meeting tomorrow. The resolution recommends that all users of copying and duplicating machines be warned that they must assume responsibility for questions of copyright that may arise in their copying of material and in the use made of the copies.
2. Bill McClellan said that the next Newsletter would contain the corrected statement of Qualifications of a music librarian, and comments on the matter by Jim Coover and Guy Marco.

The meeting adjourned at 12:05 pm. and reconvened at 9:40 pm. with the same people present.

3. Due to certain activity going on at the present convention, Walter moved that the Board go on record as being opposed to any unauthorized soliciting at its regular meetings. Ruth seconded the motion, which was carried.

G. Committees and representatives

F. ALA Council representative

Bill McClellan received a notification from Guy Marco that the ALA Council voted to recommend to the ALA Constitution Committee that the Council drop its affiliated members and consist only of 100 elected members plus one member from each of the state library associations. Since it was expected that the Constitution Committee would ratify the proposal, Guy requested that the Board allow him to withdraw from the Council. The Board agreed. Guy remains our Co-ordinator of inter-library association relations.

VII. Report of Notes' editor

Frank Campbell reported that all the deadlines were met for the June issue of Notes, but that second class postage has held up the volume in places (he has not received his volume yet).

He reported that Henle and Blume had written him saying that Henle would publish the supplements to RISM's Recueils imprimés but that since the supplements would be so late in appearing, Notes should go ahead and publish the material. Frank suggested he print the supplements in the March and June '72 issues of Notes, but the Board felt it would be better to have all the material appear in one Notes volume, which should be over-printed by about 100 copies. It was agreed that publicity about this volume should appear in the MLA and AMS newsletters.

Frank said that printing Notes by photo offset has been forced upon us by economic considerations.

VIII. Other publications

Jim Pruett reported that the Bach aria index (MLA index series, 11) is at the printer and that delivery date is mid August. He said that Lenore Coral's revised Vivaldi concordance (MLA index series, 4) will be typed beginning next week. Kirby Rogers, in his revision of his Index to Maurice Frost's English & Scottish psalm & hymn tunes, wants to include a thematic catalog of a complicated nature, resulting in a publication twice the size of the original (MLA index series, 8) and the Publications Committee thinks it best not to publish the proposed revision. Two items in the works at the moment are the formal papers of the Washington cataloging institute and an annotated bibliography of writings on music librarianship. Jean Geil and her Selection and Acquisitions Committee are working on a revision of the chamber music and music theory basic lists. Troy Brazell, establishing a new series, Technical information reports for music media specialists, has submitted a revised proposal placing the editorial responsibility with the Publications Committee. He would be editor-in-chief and would have three assistant editors. He no longer thinks Eastern Michigan University Press is the proper agent for handling the material, and MLA is to publish it. After some discussion, Jim proposed that MLA scrap Dominique de Lerma's Black music bibliography. Walter moved that we return the manuscript to Dominique and relinquish interest in it. Don Seibert seconded the motion, which was carried 3-2, Bill McClellan casting the tie-breaking vote. Jim reported that William Welsh (Director of Processing at LC), in a letter to Bill McClellan, said that he would recommend that the National union catalog's subcommittee approve MLA's project of trying to get printed the 80 or so drawers of cataloging for music received by LC. Another body also has to approve the project, and the material should probably be ready for publication a year from now. LC wants the same format followed as that used for the National union catalogs. Jim recommended that the Board establish an ad hoc committee, with Betty Olmsted as chairman, to help her with the editing of the cards.

IX. Committees and representatives

A. Cataloging and classification

Dena suggested that the Board send to Virginia Cunningham an expression of appreciation for the excellent music cataloging institute conducted at LC in January, and ask that she pass on this word of appreciation to others at LC who were involved in the institute.

B. Constitution and by-laws

The six-page revision of MLA's Constitution and by-laws distributed by Walter was gone over carefully by the Board. During deliberations, Jim moved that a four-year limitation be placed upon student membership in MLA. Ruth seconded the motion, which was carried. The meeting adjourned at a minute past midnight.

Friday, June 25

Stoneleigh Terrace Hotel, 8:45 pm. Bill McClellan presiding.

Present: the same people as on the day preceding.

Deliberations continued on the Constitution and by-laws revision, changes being noted on the pages distributed by Walter. It was agreed that in order to make sure that only those who had paid their dues had voting privileges, Bill Weichlein ask the voter to put his return address on the envelope in which he encloses the plain envelope with his ballot. At the end of the discussions, Dena extended a vote of thanks to Walter on behalf of the Board for the careful and painstaking work which had gone into the drafting of the new Constitution and by-laws.

XII. Personnel and Placement Office

Shirley Piper, Personnel and Placement Director, joined the Board to report on her work. She said that the people in her file are divided as follows:

24 have bachelor's degrees, mostly in music

23 have double master's degrees

4 have Ph.D's or DMA's with a library science degree

4 have a master's in music with no MLS

1 has a Ph.D with no MLS

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About 20 of the people are graduating in August. Shirley said she wants chapter placement officers to inform her of jobs, and she favors a placement exhibit at regional meetings. It was suggested she contact placement officers in large music schools and that she list positions in the Newsletter in a general fashion, e.g. 2 music cataloging positions available in the northeast. It was also suggested that free notes about the placement service could be put in the Music educators' journal.

IX. Committees and representatives

C. Institutes

Bill McClellan reported that a half-day session on equipment and audio-visual media is being planned for the Chicago convention next summer.

D. Nominating

It was announced that Melva Peterson, Chairman of the Nominating Committee, had a good selection of candidates for the forthcoming ballot. The names of three of the four present Members-at-Large will appear on the ballot (Mary Wallace declining the membership to choose two of these to have their term extended by one year.

E. Joint MLA/NASM Committee

At a meeting of this committee held two days earlier, Clara Steuermann was elected chairman. The committee will analyze and evaluate the NASM basic lists, and will concern themselves with the criteria NASM examiners use re libraries in accrediting schools of music.

F. ALA Council representative

See p. 1, 4.

G. Co-ordinator of Inter-Library Association Relations

Guy Marco submitted a written report, since his report had been inadvertently omitted from the compilation distributed at the Washington conference. One item

he mentioned, the new priorities issued by USOE which virtually eliminate support for institutes in music librarianship, was covered by a resolution passed at MLA's business meeting this morning.

H. American National Standards Institute

Bill McClellan announced that the ANSI Standards Committee 239, SC/31, Music Industry Code, held its first meeting March 18, 1971. Billboard Publications will start to issue a computer-maintained catalog of current pop and classical albums.

I. Automation

Garret Bowles, Chairman of the Automation Committee, submitted a three-page report, which he terminated by suggesting that MLA recommend that the MARC Development Office

1. devise some means by which all machine records which pertain to a single record are linked together for easy retrieval,
2. make provision for scores and change the title of the format to Scores and sound recordings: a MARC format.

Jim moved that we adopt these proposals. Walter seconded the motion, which was carried. The proposals will be submitted to Mrs. Henriette Avram, Chief of the MARC Development Office. Bill McClellan said that the Automation Committee want to hold a MARC session at the Tucson meeting under their own auspices.

The meeting adjourned at 11:15 pm.

Saturday, June 26

Stoneleigh Terrace Hotel, 10:10 am. Bill McClellan presiding.

Present: the same people as on the day preceding.

J. Manual of music librarianship

Hans Lenneberg, Chairman of the Committee on revision of the Manual, submitted a preliminary two-page report, which included a table of contents for the Manual. Jim moved that an expression of appreciation be sent to each member of the committee, thanking them for their work. Bill Weichlein seconded the motion, which was carried. Jim moved that Hans be appointed to serve as editor-in-chief of the Manual. Dena seconded the motion, which was carried. Jim recommended that Hans should prepare for the information of the Board (i) a calendar outlining the proposed schedule of work for the Manual, (ii) an abstract or chapter outline after writers have been selected. He said it would be the Publication Committee's responsibility to get readers for the Manual before publication.

K. Continuing Education

Bill McClellan said that Lenore Coral reports that a film strip or cassette type of production presented at a trial run at the Detroit convention last year would be presented at workshops for small libraries. There will be a script to accompany the presentation, and it was agreed that a copy of the script should go to Hans Lenneberg.

L. Survey of musical instruments

Bill McClellan said that Bill Lichtenwanger reported that he would not be able to deliver copy for his Survey before the end of 1971, since he is finding new material, but that the end is in sight.

M. United States Book Exchange

Bill McClellan reported that the United States Book Exchange has had a revival of

activity - we are one of the 21 member organizations and they have asked us for a representative.

N. Bibliographical Description Committee

The Committee is contributing musical terms to the new ALA glossary, and wants to extend this and make an MLA glossary for music libraries. It was agreed that it would be useful for Michael Ochs, Chairman of this Committee, to have in hand the script to Lenore Coral's film strip, and that he should also be in touch with Hans Lenneberg.

O. Contemporary American Composers' Libraries Project

Bill McClellan said that Paula Morgan reports that her committee has got bogged down in compiling a preliminary catalog of unpublished works of contemporary American composers.

P. International Federation of Library Associations

The Council on Library Resources has given IFLA a grant to help it fill a greater, international role in its activities. IFLA tries to co-ordinate the activities of various library organizations, and \$50 is the fee to join. The Board agreed that we should try to find out more about what IFLA does before deciding to join.

Q. Honoraria

See p. 9.

R. Personnel and Placement Office

See p. 6.

S. Reprint requests

Bill McClellan reported that two reprint requests have been received. Microcard Editions are putting out Readings in music librarianship, edited by Carol Bradley, and they want to reprint 126 p. from various issues of Notes. At \$5 per page, this would cost \$630, a fee Carol is unhappy about. Da Capo Press wants to reprint a Notes article by Barry Brooks, and another by Donald Grout on great books in series. It was agreed that the \$5 per page price still stands.

T. NUC contributions for music and phonorecords, 1972-

Don Seibert suggested the Board adopt a resolution, recommended to him by Virginia Cunningham, that LC begin inclusion of first reports from outside libraries in the National union catalog for music and phonorecords starting in 1973, the beginning of the new quinquennial period, and that only the siglum of the library contributing the first copy be included. Dena moved that Don's resolution be adopted by the Board. Mary seconded the motion, which was carried.

Don reported several forthcoming changes in subject headings which he had discussed with LC when he visited them in early May at their invitation. The numbering of voice parts for choruses, for example, will no longer be continued where the accompaniment is for orchestra or instrumental ensemble of any kind. The word "continuo" will be incorporated into subject headings, and the heading Trio-sonatas will be expanded to contain specification of medium. The term Part-songs will not be abandoned but will be used as a first subject heading to express medium of performance. Additional subject headings up to a limit of three will be assigned to cover alternative media, and it is expected that Choruses (Children's voices) will replace Choruses (Women's voices) where applicable.

AV. Budget for 1972

Ruth Hilton asked that all budget requests for 1972 be submitted to her by August 1, 1971.

XVI. Workshop on Music Resources in the Library

A workshop on music resources in the library was held on Saturday, April 24, and sponsored by the School of Library Science, University of Iowa, Iowa City, according to a report received by Bill McClellan. Over 125 librarians attended, most of them non-MLA members. Unfortunately our MLA exhibit did not get there. One speaker at the workshop pointed out that classical recordings always seem to be considered basic to any collection, and too often librarians overlook jazz, folk music, and popular and rock music. Bill McClellan felt that MLA has a classical western Europe complex. Walter said that Jean Geil's Selection and Acquisitions Committee is getting to work on a basic collection of books about rock music and other music in the non-western ethnomusicological area.

XVII. Future meetings

The following dates and places for future meetings were announced:

| | | |
|--|------|-----------------------|
| February 3-5 | 1972 | Tucson, Arizona |
| June 27-29 | 1972 | Chicago, Illinois |
| Institute and Board meeting will occur Monday, June 26 | | |
| January | 1973 | Bloomington, Indiana |
| June | 1973 | Las Vegas, Nevada |
| January | 1974 | Urbana, Illinois |
| June | 1974 | New York City |
| January | 1975 | San Juan, Puerto Rico |
| June | 1975 | ? |
| January | 1976 | Seattle, Washington |
| June | 1976 | ? |
| January | 1977 | Austin, Texas |

It was agreed that the next Board meeting will be held Friday-Saturday, October 15-16, in New York City.

XI. Honoraria

Since Ruth Hilton, Bill Weichlein and Frank Campbell all receive honoraria, they left the room for this discussion. Bill McClellan said that the figures for honoraria for the past few years have been as follows:

1968 \$1500 to each of the Executive Secretary and the Notes' editor

1969 same as in the year preceding

1970 \$2000 to each of the Executive Secretary and the Notes' editor

1971 same as in the preceding year, plus \$500 to the Notes' advertising editor.

Till now, the Finance Committee has suggested increases in the honoraria, and Walter wondered if the matter of increases should not be a Board decision. The Board agreed that it should, and that elected offices should not be considered for honoraria. Jim suggested that the Board should make formal reappointment annually of officers receiving honoraria so that the matter of honoraria would come before the Board regularly, and the Board agreed on this.

The meeting adjourned at 11:45 am.

Respectfully submitted,

B. Procter

Beverley Procter
Recording Secretary