

Minutes of the Meeting of the Board of Directors
New York City, ~~March~~ 14-15, 1972

April
Friday, ~~March~~ 14.

Library for the Performing Arts, Lincoln Center

1:20 - 5:10 p.m. William McClellan presiding

Present: Troy Brazell, Frank Campbell, Richard Colvig, Dena Epstein, Ruth Hilton, Marion Korda, William McClellan, Geraldine Ostrove, James Pruett, Donald Seibert, Clara Steuermann, William Weichlein; later, Melva Peterson, Jane Franck.

I. Recording secretary's report

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

- p. 1, III, l. 4: change "subscribers" to "members"
- p. 2, IV, l. 2: change "Bon" to "Bob"
- VI, l. 4f: Gale Research plans to reprint as a cumulation all additions and corrections to the LC class M schedule since August, 1956. This will be published in early fall, 1972.
- p. 3, VI (con't.) (i): The committee is not planning a one-week session, but a travelling supervised demonstration
- p. 6, VII (con't.) 6. e.: Change "Langier" to Thompson"
- X. G. 3.: change "Frank" to "Ruth"

II. Treasurer's report

Accepted with the following changes *by* Ruth Hilton:

p. 3. Tucson convention receipts	\$2,326.95
total expenses	<u>2,516.47</u>
LOSS	\$ 189.52

Transportation and printing of the program constitute the additional costs.

III. Executive secretary's report

A. Growth index.

The latest figures, computed as of April 1, 1972, will be revised by the time of the Chicago meeting to reflect the deletion of delinquents.

B. Income is normally \$9,136 for the year. This year we have received only \$6,123 because, probably owing to the generally poor financial scene, people have been slow in paying and have requested the 90-day leniency period.

C. The fire has elicited donations of \$1,519 from 256 people, an average of \$5.10 per person. Dorothy Tilly donated \$100, we have received 4 gifts of \$50 and 6 of \$25.00. Fire-related costs have been \$2,416.12, or approximately \$900 more than donations. (See B above). Insurance is being arranged.

D. The Southern California chapter of MLA has requested a large number of Music Librarianship brochures. After considering whether to charge the cost to the chapter, it was decided to supply the brochures free.

IV. Convention coordinator's report

A. Bill Weichlein distributed

1. Hotel registration cards for the Chicago meeting
2. *copy* MLA financial statement forms (see XII. B. below)
3. Schedules of dates and locations of future meetings to Winter 1978
4. Copies of the flyer announcing the Workshop on Record Library Problems to be held prior to the Summer 1972 meeting in Chicago

B. We have guaranteed the Sheraton-Chicago Hotel occupancy of 100 rooms (n.b. not 100 people).

- C. The projected budget of \$385 will probably be adequate with a \$5.00 registration fee. It was moved by Jim Pruett, with second by Troy Brazell, that it shall be MLA policy to charge printing and mailing of preliminary programs to Operating memberships, not to Convention expenses. Motion carried.
- D. Bill presented the program, including probable sight-seeing trips.
- E. Members reiterated their concern with the form of and announced participants in the record libraries workshop. Clara Steuermann, a member of the institutes committee, was unable to provide information beyond that in the flyer.
 - 1. It was suggested that, as institutes are sponsored by MLA, a member of the board be appointed to attend them, and/or that one or more persons be appointed to evaluate them. This procedure would not replace the committee's annual report.
 - 2. The Chicago board meeting was rescheduled to begin on Tuesday evening, June 27, and to adjourn in time for those who wish to attend at least the following Wednesday evening's workshop sessions.
 - 3. The president telephoned Vernon Martin, institute committee chairman, and asked to receive within a week the names of all workshop participants, accompanied by brief statements of interest professionally.

V. Members'-at-large reports

- A. Calendar - Clara Steuermann. For the October 1972 board meeting Clara extended the invitation of the president of the Cleveland Institute of Music, as well as her own.
- B. New handbook for officers and committee chairman - Richard Colvig, with discussion and clarification by board members
 - 1. Some items in the old handbook overlap with the constitution, others do not. The purpose of the new handbook shall be to expand on both these sources. To this end, persons presently holding the jobs in question are being requested to submit job descriptions.
 - 2. Committee chairmen, who are appointed by the president, may consult with the president when selecting their respective committee members.
 - 3. When materials for the handbook have been compiled (hopefully by early fall), a draft will be sent to board members for their comments. The draft will be reconsidered at the October board meeting.
 - 4. There will actually be two manuals, the second for convention planning.
 - 5. Should we include: responsibilities of MLA representatives to other organizations; board policies with regard to sponsorship, institutes, publications; how to start a new chapter?
- C. Committees and representatives reports - Marion Korda
 - 1. There was no report from the membership committee (see below VIII. C)
 - 2. What shall be the function of annual committee reports?
 - a. Some seem to describe intentions rather than accomplishments.
 - b. They shall serve as official documents of the committees' activities.
- D. Donald Seibert - Classification and cataloging.
 - 1. LC's decision, made in January, to include class numbers for recordings on printed cards has set a precedent as the first such decision to be made without consulting the cataloging committee. Assigning those numbers takes time, and has ramifications which take time. A motion that this decision be considered by the cataloging committee was made by Don, and seconded by Troy. Motion carried.
 - 2. LC's classifying of music in the jazz idiom outside of the usual numbers representing medium of performance has been questioned.

VI. The vice president did not present a formal report.

VII. President's report

- A. Administrative and committee structure. The Spring-Summer 1972 list was distributed.

B. Other matters

- 1. Rolf Schuurmsa of the International Association of Sound Archives (IASA) has written MLA to emphasize that the organization known as the Fédération Internationale des Phonothèques (FIP) ceased to exist in 1969, and that IASA is now the only international organization representing the interests described by its title.
- 2. To assist art librarians in founding a national association, Bill McClellan has been asked to furnish information about the genesis of MLA.

XI. Jane Franck and Melva Peterson joined the board for this item, which will be discussed below according to its numerical order.

Saturday, April 15

City University of New York Graduate Center

9:40 a.m.-12:10 p.m.; 1:40-4:05 p.m.; William McClellan presiding.

Present: All board members as listed for April 14, later joined by Ruth Soley

- VII. B. 3. The National Music Council has approached MLA about three matters:
 - a. The Music Educators National Conference has sent a memo to other NMC member organizations requesting cooperation in making known several among a list of goals and objectives designed to promote better understanding of, participation in and advancement of music among young people and adults. In response, MLA will have 100 copies of the NMC list available for the Chicago meeting, and an article on the subject will appear in either Notes or the Newsletter.
 - b. A gala celebration of Leopold Stokowski's 90th birthday is being planned.
 - c. Board members who wish to receive copies of an NMC publication, Bulletin, were invited to submit their names and addresses.
- 4. The College Music Society has announced a new series publication, Bibliographies in American Music, Frederick Freedman, general editor. The bibliographies will be divided into the subseries A. Composers, B. Regional studies, C. Special topics, D. Historical periods.
- 5. Copies were distributed of the MLA Board Policies, the "old handbook" mentioned in IV. B. 1 above. It will be used until the new handbook is prepared, but may be revised as required before that time.
- 6. Membership and subscription lists
 - a. A request by officials of the Marlboro, ^{Music (Marlboro Festival Assoc. Inc.)} ~~vt. music festival~~ for a list of selected names from the MLA mailing list, to be used by them for commercial purposes, was rejected. MLA membership and subscription lists may be had complete only, and must be purchased.
 - b. Ruth called attention to the discrepancy in our policy of requiring a fee from firms who set up exhibits at meetings, while we distribute free of charge advertising matter which may be mailed to us. Jim moved, with second by Dina, that a fee of \$10.00 be charged commercial organizations who wish to distribute advertising and promotional matter at meetings, and that other organizations be charged the same or nothing, the individual circumstance to be determined by the convention coordinator and the local arrangements chairman. Motion carried.
- 7. American Library Association
 - a. Now that we have officially withdrawn from the ALA council, the questions arise:
 - 1) Can we still meet in conjunction with ALA?
 - 2) Is there some other liaison we can establish?
 - a) Bill McClellan suggested we try to publicize our activities in their publications
 - b) Dina reported that ALA may start an audio-visual division, which we are certain to find of interest

- c) AIA presently receives all of our publications
 - d) We appear in the AIA list of Careers Brochures
 - e) It was suggested we keep informed about the activities of the Resources and Technical Services Division.
- b. We have been asked to furnish any statistical material we may have concerning music libraries. The question was referred to Troy.
8. The Council of National Library Associations has invited us to submit items for inclusion on the agenda of their next meeting (May 5). Suggested were
- a. Reprints. A copy of the MLA statement will be sent.
 - b. PL 92-140, copyright of sound recordings
 - c. The implications of Williams & Wilkinse~~n~~ vs. U. S.

VIII. Committees and representatives

- A. Automation. A "Music Automation Questionnaire," to be mailed with the preliminary program for the Chicago meeting, will be used to compile a list of projects completed or in progress.
- B. Professional education. In a report to the president, Donald Krummel presented the statement "Qualifications of a Music Librarian." After some discussion Troy moved, with second by Marion, that the statement be adopted. Motion defeated 6 to 2. Jim moved, seconded by Richard, that we acknowledge receipt of the report, that we print the statement and an invitation to submit comments about it in the next issues of the Newsletter and Notes and that we schedule action on the statement for the October board meeting. Motion carried, 6 to 2.
- C. Membership. Chairman Kathryn Logan has requested suggestions from the board with respect to means of increasing membership.
 - 1. The executive secretary performs some of the work normally done by a membership committee.
 - 2. Members, working through chapters, can encourage unaffiliated music librarians to join MLA.
 - 3. MLA circulars might be distributed every fall.
 - 4. We can examine statements in our own advertising for their effectiveness.
 - 5. A comparison of our membership list with Mary Wallace's survey may yield names of unaffiliated people and libraries.
 - 6. MLA members can recruit as individuals.
 - 7. Institutions should be encouraged to establish a specific location to advertise MLA. They should receive a supply of our flyers, and we might also prepare a kit of some sort or a poster with tear-offs.
 - 8. Individuals who depend on their institutions' copies of Notes should be encouraged to become members and subscribe themselves.
- D. Bibliographical description. In preparing the glossary of music terms chairman Michael Ochs has asked the board's advice about deletion of terms and the verification of mistakenly defined terms. He also inquired whether LC should be consulted. In response
 - 1. The board felt that all commonly used terms and their synonyms should be included, as well as terms which may be obsolete.
 - 2. Persons at LC and others outside the committee should be consulted.
- E. Advanced notation. Kurt Stone and Gerald Warfield have given some lecture-demonstrations about the computerized thesaurus and will continue to do so.

IX. Publications

- A. Wiley Hitchcock's report on the progress of Da Capo's series Earlier American Music was presented. 14 vols. are in production.
- B. Bill Weichlein presented publishing figures for a cumulated reprint of Notes' Supplements for Members, a volume of 880 p.

200 copies	\$1,568.00	300 copies	\$1,723.00
per unit	7.84		5.74
+ 60 o/o markup	12.50		9.50

If we reprinted 300 copies we would break even after selling 200. Dena moved we reprint 300; second by Richard. Motion carried. The publications committee will prepare a title-page and table of contents.

- C. On the assumption that Williams and Wilkinse~~a~~ vs. U. S. had been decided (it had not), the Oklahoma Department of Libraries sent us a letter requesting blanket permission to reproduce the Music Cataloging Bulletin. Permission had been denied before the board meeting. Dena moved, with second by Clara, that we not give blanket permission to reproduce the Cataloging Bulletin. Motion carried. The Cataloging Bulletin is not yet copyrighted, but will be.
- D. Jim Pruett reported on the progress of other publications, including the Index Series, Record Ratings (still no response from Da Capo) and
1. The second edition of the Manual of Music Librarianship. Ruth Watanabe is writing a similar manual, but has agreed to suspend work on it until she sees MLA's.
 2. Don Roberts wishes to resign as editor of the Newsletter after the July issue.
 3. Copies of chapter reports and of the minutes of business meetings are to be filed with the executive secretary who will furnish them upon written request.
- E. Notes
1. Changes in personnel
 - a. Ann Basart will become music review editor beginning with the Sept. 1972 issue.
 - b. Dale Hudson, who is moving to Florida State Univ. at Tallahassee in July, will be replaced as editorial assistant by Dale Good, also of NYPL at Lincoln Center.
 - c. Ruth wishes to resign as advertising manager. Troy will consult with her and Frank about taking the job.
 2. Automation. The advantages and disadvantages of publishing Notes from magnetic tape are being investigated, although no board action is scheduled at the present time.
 - a. Frank read a memo from Dale Good describing a possible automated operation from RILM headquarters. Hardware, procedures of converting to and from machinable language, editing and printout could be done there. Frank estimated that, owing to the time needed for a cost study (itself an expensive project), automated publication could not begin before 1974, yet RILM's future is by no means assured.
 - 1) It was questioned whether we should depend on another organization to produce our journal.
 - 2) Members cautioned against accepting as fact cost reductions projected by representatives of computer systems companies.
 - b. Because it was felt that we should be aware of computer technology which might be employed to our advantage, Frank volunteered to ask Dale Good to be responsible for reporting to him aspects of this field which Dale feels would be of interest to MLA.
 3. Ruth Sole^ey, Notes indexer, joined the meeting to discuss her procedures.
 - a. There will now be only one alphabet.
 - b. Personal names will be followed by a qualification symbol to distinguish between reviewer and author.
 - c. Books will be given title entries, as will music whose title is distinctive.
 - d. Titles of articles in Notes will appear for the first time.
 - e. Medium of performance, without the detail of LC subject headings, will continue to be indexed.
 - f. Subdivision "Hist. & crit." will be eliminated.
 - g. Series will be entered at the discretion of the editor.
 4. Frank will undergo a cataract operation at the end of August. During his recuperation, Ruth will assist him in Notes editorial duties.

5. Internship. With ^{Jim Russell} Neal Zaclaw's resignation as music review editor, no department editor will require editorial assistance. However, Frank feels that some clerical-technical help should be provided, should anyone find it necessary. The term "internship" shall be omitted from the budget, and requests from Frank for secretarial wages will be honored by the treasurer.
6. During the session on Notes at the Tucson meeting the following were suggested:
- Restore the list of publishers' and dealers' catalogs
 - Add a survey of popular music published and an index to pop record reviews.
 - Add letters-to-the-editor.

All, it was noted, would require additional expenditures.

- F. Using Mary Wallace's survey of music collections, Don Phillips will try to prepare a directory for publication.

X. MLA Development Fund. Discussion deferred until the summer

XI. Special officers and projects

- A. MLA Archives (Item transacted on Friday, April 14.) Jane Franck and Melva Peterson.
- Recorded history
 - Vivian Perlis has had a taping session with Eva O'Meara and will shortly see Richard Appel and Carlton Sprague Smith.
 - Vivian is attempting to find Henrietta Schmitter, Daisy Fansler and Ethel Lyman.
 - Either Jane or Melva will be in Italy this summer to see Oliver Strunk.
 - Ava Merritt did not record the first meeting, at Yale, until the day after it occurred. Her transcript and a box of other early materials will be given to MLA. These will be microfilmed and a positive copy deposited at Yale.
 - In looking for a permanent location for the archives, LC and Yale will be approached.
 - A letter soliciting material is being drafted, and efforts to gather documents will also be directed through Notes and the Newsletter.
 - Chapters as well as the national organization are expected to contribute to the archives.
 - For the next year, effort will be directed principally toward a selected group of people, the oldest members.
- B. Personnel and placement. In an extended written report Shirley Piper described her expansion and reorganization of the placement service, including a mechanism for processing confidential requests. In order to make information available to a large number of people, and to finance increased copying and mailing, a registration fee will be charged individuals, entitling them to receive notification for one year of every job listed suiting their requirements. Shirley will establish the amount of the fee. It was suggested that Shirley be commended for her work.

XII. Conventions

- In order to provide more money for transportation for participants and guests - and thereby greater choice in program planning - local arrangements chairmen are advised to add 5 o/o after estimating their costs. Subtracting this amount from the estimated registration income will yield the sum which can be spent.
- There is now a Convention Financial Statement for local arrangements chairmen to fill out in some detail immediately after the event, (See IV. A. 2 above.)
- It has been proposed that exhibit expenses and receipts be assigned to the convention budget. Jim and members of the finance committee will take the matter under consideration.

The meeting was adjourned.

Respectfully submitted,

Geraldine Ostrove

Geraldine Ostrove
Recording Secretary