

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
Campus Inn, Ann Arbor, Michigan
April 18 and 19, 1975

Friday April 18, 2:00 - 5:30 p.m.; Saturday April 19, 9:05 a.m. - 12:15 p.m.; 1:30 - 6:00 p.m.

Present: Shirley Emanuel, David Fenske, Barbara Henry, Donald Leavitt, Geraldine Ostrove, Jack Kalston, Nina Romani, James Pruett, Harold Samuel, Susan Sommer. For item IV, William Weichlein. For item VII. A. 1., William McClellan. Clara Steuermann presiding.

I. Recording secretary's report.

The minutes of the previous meeting in San Juan were approved with the following corrections:

p. 2. V. B. 1.	delete second sentence
p. 3. (V. B.) 3., next-to-last {.	change "We must now decide" to: The feasibility study will establish
VI. A. 6. {1.	change "Penny" to: Penney

II. Treasurer's report. Shirley Emanuel.

- A. The first quarter 1975 report was distributed. Appended was Ruth Hilton's first quarter report of the Ford Foundation grant for the Ghent notation congress (see also VIII. B. 1.).
- B. Vienna House. A representative telephoned Emanuel with a request that we absolve them of the remainder of their debt to us with their assurance that they will take a full-page ad in Notes (for how long, apparently not indicated). Hilton consulted with Jurrist, our attorney, then recommended in a letter that we take no action. As Faber & Faber, to whom they owe more than to us, will assume their debt to us if necessary in the interest of keeping Vienna House in business, we would be paid even if not directly. No payment to us has been made since February 28, 1975 and no one present knew whether a termination date has been set. Sommer suggested writing Vienna House that they need our good will to continue in their business, and thus it would be to their advantage to restore their good name with us. She moved, with second by Pruett, that we continue collecting the debt under the agreement with our lawyer currently in operation (i.e., \$50.00 a month). Leavitt suggested our claim and their ad payments be kept completely separate. Our response to Hilton's letter will direct that the subject of arrears be taken up with Jurrist and that he report to us on the progress of the matter. Motion carried.

III. Business manager's report. Nina Romani.

- A. Growth index. Copies were distributed. We have cancelled unpaid dues and subscriptions one quarter earlier this year, so the apparent drop in membership from this time last year is not an equivalent comparison; compare instead the figure for July 1974, which shows a net increase to date.
- B. Copies of the new billing application form were distributed. Sommer suggested that because the questionnaire on the back might appear intimidating to some prospective members, a sentence be added at the top indicating responses are optional but would be helpful to the Association. The addition will be made.
- C. Financial matters. Romani informed the Board that we are not paying unemployment insurance for her and that Michigan income tax is not being deducted from her salary, both of which may be in violation of Michigan law. The possibility of bonding the business manager and treasurer was proposed. While bonding is usually based on the (average) checkbook balance (cost: \$2.50 per \$1,000 for each person), it might also be possible to obtain blanket bonding on money and property which would cover individuals and property in addition to the Ann Arbor office. After some discussion, Pruett

moved, with second by Fenske, that Romani consult a local lawyer and, after ascertaining his fee, request that he look into both the tax and bonding matters. Motion carried. If problems arise, the Board will be queried by mail. Fenske moved, with second by Samuel, that if blanket bonding costs less than \$150 a year, the appropriate office be empowered to take immediate action. Motion carried.

IV. Convention coordinator's report. William Weichlein.

We will clear about \$1,598 after expenses for the San Juan meeting. The surplus results in part from the hotel's having absorbed some expenses we ordinarily pay. Future meetings:

- 1976, winter. Seattle; headquarters, Olympic Hotel, the only one with direct airport limousine service. Martin Silver is program chairman.
- 1976, summer. Chicago, simultaneously with ALA.
- 1977, winter. Nashville; no chairpersons yet.
- 1977, summer. Santa Barbara; a hotel is being selected.
- 1978, winter. Springfield, Illinois.
- 1978, summer. (ALA meets in Chicago)
- 1979, winter. New Haven? Samuel doesn't know if the new library will be finished yet. Meeting in the Boston/Cambridge area may be an alternative.
- 1979, summer. (ALA meets in Dallas)
- 1980, winter. Washington, D. C.; Fred Bindman, local arrangements chairman.
- 1980, summer. (ALA meets in Chicago)
- 1981, summer. (ALA meets in San Francisco)

Weichlein asked about our policy about meeting with ALA and SLA; the Board made no decision. Pruett asked if it is feasible to have a separate account for conventions (with the objective of eventually organizing our entire budget according to line items); Emanuel said she could keep a scratch sheet for this year and formalize such a procedure beginning with the next fiscal year.

V. Past president's report. James Pruett.

- A. Chapters have been very active recently. There is some talk of organizing a (lower) Mississippi River chapter. Pruett's draft of revised guidelines for chapter publications was distributed and discussed, with consideration of 1) whether it is meant to apply to routine announcements and newsletters; 2) if, how and where a statement about the Board having final authority to approve should appear; and 3) whether chapter chairpersons should be consulted about the guidelines.
- B. J. C. Penney bi-centennial project. There is not much interest in our offer to provide cataloguing copy for the music in their gift package.
- C. A preliminary list of journals which should receive releases from MLA, copies of our publications to review, etc., had been mailed to Board members. additions should be sent to Romani, and should include precise addresses and indications of the kind of information each journal should receive.

VI. Members-at-large reports.

- A. Donald Leavitt, finance officer. Don Phillips, chairman of the membership committee, is spending more than anticipated on the Directory of Music Librarians (compiled from questionnaires sent with our last billing). (See also VIII. A. 7.) This item had been deferred until the mid-year budget review. Additional funds might be transferred from the dissolved committee for the exchange of music materials (\$70) and from the Wenk bibliography in the Index Series which will not spend funds allocated this year (\$300). In response to a request, the half-year budget review will be sent to the Board at the beginning of July so that the matter will not have to wait until the mid-August Board meeting.
- B. Susan Sommer. Copyright.

The proposed new bill has been reintroduced into the Senate and House

and is now with the House Judiciary subcommittee. The Supreme Court "decision" in the Williams & Wilkins case will probably encourage Congress to pass new legislation soon. Sommer suggested we again draft a letter similar to our last one and send copies to the House subcommittee members. Carolyn Hunter, who works at the Copyright Office, has spent considerable time investigating aspects of copyright (a recent letter from her to the president was read), and Sommer suggested this be acknowledged by a Board appointment to do the work she has been doing. Also studying the implications of the bill is a commission of about 40 librarians and lawyers, selected members of which we could write inquiring about clarification of specific problems we have detected, such as that of editorial copyright of works in the public domain. Leavitt is in touch with the special consultant of the commission studying the implications of technological advances in photocopying.

- C. David Fenske will index Board minutes.
- D. Jack Ralston will collect committee reports for the winter meeting.
- E. Harold Samuel. Grant proposal for a feasibility study for a retrospective periodicals index.. Samuel met with Barry Brook, Walter Gerboth, Melva Peterson and Pruett in San Juan. He thinks such a project could be worked out without a feasibility study, using volunteer help. The RILM system could be utilized, thereby enabling the retrospective index and RILM to be compatible. 100 journals, 1865-1965, would be selected. Sommer questioned whether only scholarly journals would be indexed, commenting that some others have extremely useful documentary information. Would the RILM format be appropriate for them, or preferably the Music Index direct subject entry format? Fenske asked why 1865 had been chosen as the beginning date, thereby excluding journals whose indexing would also be useful. Samuel responded that the discipline of musicology began about that time.
- F. Barbara Henry. Using Ruth Watanabe's list of consultants as a point of departure a more lengthy and specific list (specialties, geographical preferences, times free, possibly fees too) will be compiled. Audio consultants in particular are needed (ARSC has no formal procedure). She will contact Forrest Alter (SLA) and Mary Ashe (ARLIS/NA) for additional names. Guidelines for inclusion of names were discussed.

VII. President's report. Clara Steuermann.

A. Administrative structure.

1. Executive secretary.

Our first concern is to formulate a job description. After canvassing several national organizations with offices in the Ann Arbor area, McClellan, chairman of the search committee, observed that we all have a lot in common. He identified 10 major areas of present and possible future MLA executive office activity observing the the "executive whatever" would conduct most of the affairs and business of the organization:

- 1) membership records
- 2) subscription records for publication
- 3) sales of individual publications
- 4) financial transactions and records
- 5) convention planning
- 6) publicity and exhibits
- 7) production of publications
- 8) Association business: correspondence, reports, minutes and agendas of meetings, elections
- 9) placement service
- 10) advertising sales (now Notes only)

Discussion added to this list

- 11) continuing education, workshops, institutes

Sommer observed that to the extent MLA is a participatory organization, it may differ from many others. It was also observed that the models

examined by McClellan were trade associations, as opposed to MLA, a professional association. Fenske proposed McClellan's committee comprise five persons: a member with four or fewer years in the profession, a former Board member and two others, in addition to the chairman. Leavitt suggested members of contrasting views about the future of the office serve on the committee. Pruett felt the committee should proceed at a leisurely pace and not plan any change before 1977; in such a case, the Board would have to act on extending the period Romani holds her present post. Sommer asked about 7) on McClellan's list; Notes would not be affected, but the publications committee would be freed from operations which now cause bottlenecks. The president asked if McClellan wanted a committee right away, and he said he did.

After receiving copies of a résumé of Romani's present duties, the Board visited the executive office, where Romani answered questions and the office procedures and activities were discussed further.

2. Changes in the administrative structure were announced.
- B. Other organizations.
1. IFLA. We have been informed that dues for us for the remainder of this year would be \$100. Total dues for the combined member organizations from a particular country are supposedly based on that country's UNESCO assessment as well as on the size of the individual association's membership. The actual amounts paid by six other U. S. library associations were stated. Pruett moved we remove from the table the motion to join IFLA pending from the San Juan Board meeting. Second by Samuel. Motion carried. Pruett moved, with second by Leavitt, that we join IFLA. Motion carried. Letters will be sent to Harald Heckmann, president of IAML, and Vincent Duckles, chairman of the U. S. branch, informing them of this decision.
 2. MLA/MPA joint committee. Agenda items for the next meeting have been solicited. The list of U. S. agents of foreign publishers is being prepared. MPA is concerned about "buying around," i.e., American libraries dealing with agents outside this country. The question of whether to include examples with Lenore Coral's report on information which should be included on title-pages (and elsewhere) of published music is still not settled. LC says leave them out, if only to get the report into MPA's hands. Melva Peterson has suggested we try to have title-page standards included in the guidelines for the Paul Revere award.
 3. CNLA. Ruth Hilton will succeed Melva Peterson as secretary/treasurer.
 - a. Joint committee on library education. Coral had been our representative, but resigned when it appeared nothing would be accomplished. They now want to enlarge this committee. Sommer was appointed to attend the May 15 meeting. In response to CNLA's memo soliciting members' views on the proposals for restructured and expanded activity, it was the consensus of the Board that Peterson and Hilton vote according to whether they consider the proposals worthwhile.
 - b. Joint committee on environmental information. Board members received copies of a description of a project coordinating such information. Expressions of interest have been solicited. The Board felt there was no reason to object to the project.
 - c. The chairman of CNLA has written to ALA requesting they not withdraw, since if they do, CNLA will most likely collapse.
 - d. Joint committee on prison libraries. Our representative, Mary Davidson, wrote that CNLA wants our opinion about enlarging the scope of this committee's activities to include hospitals and perhaps other agencies. There was no expression of disagreement.
 - X 4. James P. Riley, executive director of the Federal Library Committee, has written asking for a paragraph about MLA for their program of information dissemination. Since their offices are in LC, Leavitt volunteered to find out more about them.
 5. IAML. MLA's session in Montréal will be Monday, August 18, 4:00 - 6:00 p.m. Kathleen McMorro sent a report about the program and participants,

a presentation of the New York State chapter. Board members suggested ways in which the MLA panel could be most effectively understood by auditors of varied proficiency in (American) English.

- 6. NEH proposals for research tools in the humanities.
 - a. Board members received copies of Coral's proposal for a feasibility study of American imprints, 1826-? It has been approved by AMS, and is a joint project which MLA would sign and administer. A few revisions were suggested, after which Fenske moved, with second by Leavitt that we approve as revised. Motion carried.
 - b. Donald Krummel had prepared a proposal for the compilation of a directory of source materials in early American music, copies of which were distributed. While the Board approved of the project in principle, there were a number of questions regarding the budget and the financial obligations which MLA would have to assume. Because Krummel was hoping to meet a May deadline, the president was asked to telephone him following the meeting so that the aspects of the proposal requiring clarification could be discussed as soon as possible.

VIII. Publications, committees, projects.

A. Publications.

- 1. Notes. Pruett reported that there will be no organ music survey this year. The June issue will be the first to include a communications section. Letters have been sent to potential editors of systematic surveys of new reference books and serial titles. Harold Diamond is doing well as advertising manager. Ads will all soon be received in camera-ready copy, which means that composition copy will no longer need to be sent to Edwards Bros.; thus advertisers can have a later deadline. The membership list, now at the printer's, will be ready on May 5. Membership in the Society of National Association Publications has been useful to us. Pruett visited Edwards and discovered more ways to save us money. A new contract has been drawn up increasing the composition cost only 3%, although we must absorb any increased cost for paper.
- 2. Music Cataloging Bulletin. Ruth Henderson is concerned that her frequent use of an extra page will exceed her budget. Pruett said that could be avoided by redesigning the MCB and reducing the print slightly.
- 3. Newsletter. The Board commended Morris Martin for the promptness of the publication and its quality.
- 4. Manual. A letter criticizing certain of Hans Lenneberg's comments during his report at the San Juan business meeting had been sent from the outgoing Board, and the president announced a response would be waiting when the remaining Board members returned home at the conclusion of this meeting. Lenneberg expects to have received all copy by mid-May, at which time he will begin editing. He will solicit additions from contributors just before he is ready to print.
- 5. Technical Reports 3, Washington D. C. cataloguing institute. Troy Brazell delivered what was intended to be camera-ready copy while the Board was in Ann Arbor, but after seeing it, Leavitt noted some errors. He recommended the manuscript be held for proofreading and also be given to some LC readers to determine if it is still useful enough to publish. Coral is the new editor of the series.
- 6. Index Series.
 - a. Bibliography of Writings about Puerto Rican Music. This was not proofread before printing, and numerous errors were subsequently discovered. The entire issue will have to be reprinted and the cost to purchasers raised. New camera-ready copy is nearly done.
 - b. Analyses of Twentieth Century Music. Editing is to begin this week.
- 7. Membership committee. Don Philips reported that the estimated cost to produce the Directory of Music Librarians is \$750 (more than was budgeted). Sample pages containing the information to be included but

in a format later to be revised were distributed and suggestions invited. Board consensus was that there should be an index by institution. Philips will be advised to proceed with the preparation of camera-ready copy. Approximately 300 copies will be printed.

8. American Revolution bicentennial committee of MLA. Co-chairman Ralston reported that the proposed handbook of bicentennial projects has been referred to the publications committee. He asked if the committee should seek additional projects, such as approaching ^{THE} Readex Corp. about microfilming the music listed in Sonneck-Upton and Wolfe, or if their charge has been completed. It was felt their work is finished and that the committee had done a fine job. Ralston also asked if we wanted the endorsement of the American Revolution Bicentennial Administration. Everyone said no.
 9. 18th-century Secular Music Manuscripts. A revised first draft is to be ready the last weekend in May.
- B. Special committees and projects.
1. Advanced notation. (See also II. A.) Money was left over after the notation congress expenses were paid even though a supplementary allocation was requested. There is a new termination date: mid-July. The books have been audited by a CPA (which turned out to have been unnecessary). Copies of Thor Wood's response to a letter from the president inquiring about the disposition and ownership of documents related to the committee's work had been sent to Board members. Kurt Stone expects royalty payments on things MLA may publish; however, it is not MLA policy to pay royalties. Stone did get in touch with Benjamin Boretz as the Board had requested. He was told that Perspectives of New Music would like his report by late spring, but that whether it could be published unabridged would depend on the cost.
 2. Cataloguing and classification. Katherine Skrobela will represent MLA at the AACR revision meetings, with Garrett Bowles substituting for her at the session this summer. A representative from IAML-UK will also be submitting suggestions.
 3. Contemporary American composers libraries project. Work has begun again. Paula Morgan has requested we pay postage for her next mailing, but the Board suggested Princeton help too. Sommer asked that manuscripts on deposit be distinguished from those owned by each library.
 4. Goals and objectives committee. The final draft of the report is to be published in Notes, September issue, and an open session devoted to it is scheduled for the Seattle meeting. Board members were asked to consider how best to conduct this session after they receive the report.
 5. Music Library administration. Copies of John Tanno's report on the committee's thoughts about ARL's Draft: Guidelines for Branch Libraries in Colleges and Universities were received. The president invited Board members also to send her their comments. The committee's report on compiling library statistics had been received earlier, and will be tested by a few institutions.
 6. Professional education. With the completion of the statement Qualifications of a Music Librarian the committee's charge is fulfilled.
 7. A summary of questionnaire responses from the San Juan meeting was distributed.

IX. White House conference on library and information services. Planned for no later than 1978. A lengthy memo containing plans, agenda items, etc., was distributed.

On behalf of the Board, Pruett extended thanks to Nina Romani for her hospitality.

The meeting was adjourned.

Respectfully submitted,

Geraldine Ostrove
Geraldine Ostrove, Recording Secretary