

Music Library Association
Minutes of the Meeting of the Board of Directors
Chicago, Illinois, July 20 - 22, 1976

Tuesday, July 20, 9:15 a.m. - 12:45 p.m.; 2:10 - 5:45 p.m.; 7:30 - 10:15 p.m.
Wednesday, July 21, 7:45 - 11:30 p.m.
Thursday, July 22, 4:45 - 6:25 p.m.

Present: Shirley Emanuel, Dena Epstein, David Fenske, Barbara Henry, Michael Keller, Michael Ochs, Geraldine Ostrove, Jack Ralston, Nina Romani, Linda Solow; for V, William Weichlein; for VI.B., Carolyn Hunter; for X, James Pruett; for XI.A-C., John Tanno, Lenore Coral; for XI.D., Morris Martin; for XII, Lenore Coral, Richard Duris, Robert Evansen, June Gifford, Kathryn Logan, Carol Mekkawi, Karl Van Ausdal, Linda Wilson; for XIV.A.1., Frank McKenna, executive director, Special Libraries Association; members of the Association, except when the Board met in executive session at various times on Tuesday and on Thursday afternoon. Clara Steuermann, presiding.

I. Recording Secretary's report.

The minutes of the previous meeting in Baltimore were approved after the following corrections were made:

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| p. 2, end of IV. | add at end after "were noted:" and other ways of packaging the show were discussed. |
| V, 1.4 | change "Frank McKenna, executive director of SLA, to: Forrest Alter |
| p. 3, VII. | change "Durriss" to: Duris |
| p. 4, VIII.A.4, 1.3 | change "will be sent" to: should be sent |
| VIII.A.6, last 1. | change "SIM-SIM" to: C.I.M.C.I.M. (Commission Internationale des Musées et Collections d'Instruments de Musique) |
| p. 5, VIII.A.16, 1.3 | change "who has suggested we consider" to: to explore |
| VIII.A.16, last 1. | change "SLA" to: CMS |
| p. 6, X.1 | change to: James Coover's transportation to the finance committee meeting in Washington this fall. |

The secretary reported that owing to obligations related to her approaching move to Boston she had not re-edited the Handbook for Officers and Committee Chairmen. The president asked what would be said about the length of terms of appointed chapter officers. It was noted that such a consideration was rather a chapter than a Board matter, it being preferable that the Board not concern itself directly. However, the Board can establish precedents through its own action of periodically reviewing the work of its appointed officers. It was asked if there is a file of chapter constitutions, to which Romani responded she was not sure.

II. Treasurer's report. Shirley Emanuel

A. Board members received the second quarter 1976 and half-year budget comparison reports. Ochs moved, with second by Keller, that the quarterly report be accepted and the half-year comparison be tabled. Motion carried. Emanuel received a voucher from Otto Albrecht for expenses related to his RISM work

for which no money was appropriated because he had submitted no budget request. The RISM work being a joint project with AMS, it was thought each society had agreed to contribute \$100 toward such expenses. Ochs moved, with second by Keller, that we authorize the treasurer to check first with AMS and then to pay our share of Albrecht's voucher. Motion carried.

- B. Emanuel proposed we establish a telephone transfer account with the Perpetual Federal Savings Bank in Washington, D.C. using excess monies in our checking account. Such an account would earn 5½% interest compounded daily; a minimum balance of \$1,000 is required; money could be transferred in and out as we chose, up to six transactions a month; and we would receive a monthly statement. It would be necessary to establish a new account, in which case we could retain our present savings account, the reserve fund, and establish a second account, a contingency fund; or close out the reserve fund and deposit it in this new account. It was asked if we could open the account using funds from our checking account. Fenske moved, with second by Solow, that a specified portion of the current checking account be transferred to a telephone transfer account, and that the matter of including the reserve fund in that new account be referred to the finance committee for their recommendation. Keller suggested we specify the amount here and ask for a due date on the recommendation. Emanuel said we could probably spare \$15,000 from the checking account for several months because new dues will be coming in and the checking account doesn't have a low balance until spring. Motion carried.
- C. Discounting of our publications. Copies of a letter on this subject sent by Pruett to Steuermann in March were distributed. Emanuel stated that, calculating for a very low profit, dealer overhead is estimated at 35-40%. Retailers get the bulk of their material at around a 60% discount. We should remember that our publications may be inexpensive but it costs the same to process an order whatever the price of the item. Keller suggested we refer the whole matter to the finance committee, treasurer, and publications committee. We might contract out all distribution so that none would take place from Ann Arbor, and at the same time reduce the prices to eliminate our own overhead.
- D. Steuermann reported she had answered Edward Lowinsky's letter about reduced subscription rates for retired persons as the Board had directed and that he had decided to continue subscribing. EBSCO Subscription Service had offered to exhibit our publications at IFLA in Lausanne and at the National Library Conference at Scarsborough, England - for a fee. It was suggested that when Steuermann and Epstein meet with IFLA's executive secretary the following week they try to arrange for us to have our own exhibit. Alternatively, we might try to exhibit at those conferences through Otto Haas.

III. Fiscal officer's report. Michael Ochs

Letters and request forms have been sent out preparatory to the 1977 budget. Ochs suggested that in the future the letters ask that forms be returned even if no money will be requested.

IV. Business manager's report. Nina Romani

Copies of the growth index were distributed. The June issue of Notes, held up owing to the mailer's illness, will go out shortly. Book-rate postage has gone up \$.04, about a 20% increase. Romani suggested we not add a line soliciting contributions to the billing form, but instead wait to coordinate that with other possible fund-raising efforts Keller is investigating.

V. Convention manager's report. William Weichlein

- A. A résumé of meeting sites, 1964-1981 and a detailed schedule of future meetings were distributed and a report on Richard Jackson's plans for the program

in Nashville was given. We cleared \$233 as profit from the Seattle meeting. Weichlein asked the Board to change a portion of its policy statement made in April 1971 so that the "detailed tentative budget" rather than being submitted to the Board, be submitted to the convention manager with a copy to the treasurer; and further, that requests for extraordinary expenditures be submitted to the Board. He also requested that final financial reports of conventions be made. So moved by Keller, with second by Fenske. Motion carried. Weichlein noted that conventions are not part of the general operating budget, but constitute a separate line with which the finance committee does not concern itself. Exhibit income now goes into the general fund but should better be applied to "conventions" to help defray expenses. A program chairman is needed for the Santa Barbara meeting and sites for 1982 and 1983 have to be chosen. Weichlein passed around a map of continental U.S. with locations of recent meetings marked.

- B. Springfield, Illinois meeting. Now scheduled for winter 1978, this location presents some problems which caused Weichlein to question the decision to meet there. The hotel Therese Wagenknecht insists on is unacceptable because it is still too expensive despite lengthy dickering over the charges. Keller moved, with second by Ochs, that if suitable local arrangements in Springfield, especially hotel and meeting site conditions, cannot be settled by October 1, MLA begin to arrange for another location for the winter 1978 meeting. Motion carried. Boston may be willing to move its meeting up a year, or another city, such as Denver or Boulder, could be considered.
- C. Weichlein recommended that after 1977's summer meeting in Santa Barbara we discontinue summer meetings and extend our winter meeting so as to have a single annual event of major interest. He asked the Board to consider putting this question on the ballot. Noting that ALA national meetings are now confined to only about four cities, he said that few librarians get money to attend any more, and that if MLA wishes to expose itself to non-members it would be preferable for us to make direct contact with some sections of ALA in order to appear on their programs, thereby avoiding the ALA executive office. Keller moved, with second by Fenske, that we present such a choice on the fall ballot. Motion carried. It was decided we should allow pro and con position papers either on the ballot or in the Newsletter and that we encourage chapter officers to include the issue on the fall meeting agenda. It was felt the Board should also vote on the issue and present its position to the members. A vote on whether the Board should present its position at all yielded seven in favor, one against. The alternatives for annual meetings are: 1) two meetings a year, 2) suspend summer meetings for a period of time, 3) discontinue summer meetings. Solow moved, with second by Henry, that the Board's preference be to suspend meetings for a period of time. Carried; six in favor, two abstentions. It was felt that in view of the decision to express the Board's preference and given the majority opinion, adequate opportunity for the presentation of a position favoring alternative 1 should be assured. Later discussion suggested we should provide only two choices on the ballot so as not to split the vote in favor of cancelling summer meetings. Ochs moved, with second by Epstein, that the referendum about summer meetings be narrowed to a choice between suspending summer meetings and continuing them. Motion carried.

VI. Members-at-large reports.

- A. Linda Solow. Board members received copies of her letter to Steuermann containing suggestions of how a program of exchanges of librarians on an international level might be started.
- B. Barbara Henry.
1. Consultants. Henry distributed proposed guidelines for music library consultants and for clients and asked the Board to read them carefully. She will prepare an introduction in the hope of having the whole published or publishing it ourselves.

2. Placement Service. Hunter distributed a report of activities during the preceding year. She visited ALA's placement booth, where she was allowed to submit a folder of information. Asked if we should advise beginners about preparing a résumé and having an interview, she said ALA has prepared two sheets on these subjects and there are also books devoted to them. We might prepare a bibliography which, if we chose to distribute sheets similar to ALA's, could be appended to them. Board members expressed appreciation to Hunter for her report. There was brief discussion of putting the clerical activities of the placement service, such as preparation of the job list, in the executive office.
3. Nominating committee chairwoman's report. Henry asked the Board to comment on a proposal to name six "sleepers," people not well known but thought to be well qualified, as candidates for members-at-large. Responses included that voting might then be mainly along regional lines, that candidacy for national office ought to reflect past activity on the national level, and that such a choice would tend to impose opposite criteria for the naming of candidates for those offices on the next nominating committee.

- C. Michael Keller. The Kresge Foundation is interested in our proposal to obtain a grant to fund a management survey and an accounting reorganization of the Association. Keller presented a proposal that MLA award annual prizes for a best bibliography or research aid in music and a best review of a score or book printed in Notes. Epstein moved, with second by Solow, that we accept the proposal in principal, details to be worked out. Motion carried. Keller will prepare another draft.
- D. David Fenske and Jack Ralston. Development of a model policy for listing information about MLA and sources where this information should be found. The Board received their report and a budget. Recommendations were that we 1) send our two brochures to all accredited library schools and graduate music programs, 2) implement the report's recommendation to send information to the sources mentioned, and 3) identify guidance and vocational publications where music librarianship ought to appear. They will draft a cover letter and revise the budget for the fall Board meeting.

VII. Vice-president's report. Dena Epstein

- A. Epstein was unable to attend spring chapter meetings, many of which were at the same times. Carol Mekkawi has suggested chapter reports be sent to the Newsletter. (See also XII.) Copies of a letter from Paul J. Revitt, chairman of the AMS chapter fund committee, had been sent to the Board, and Epstein added that she sees the purposes of chapter aid as differing in the two organizations. She asked whether students in library schools or professional librarians should receive money, and whether money should automatically be disbursed to every chapter. The feeling tended to be that funds should be sent only if requested. It was suggested that the vice-president (past-president) be the officer who prepares a budget and approves the dispersal of funds. Some requests would probably have to be refused, so guidelines would be needed. Epstein will inform the chapters this fall that the Board is considering the appropriation of funds for chapter use and ask them for suggestions. Mekkawi has proposed packets of information from national meetings be sent to chapters. Solow said the M.I.T. Library holds a raffle to send a young librarian to a national ALA meeting.
- B. Council of Library Association Executives. This organization is only for paid executives, but they do not mind if Epstein attends their meetings, and she need not pay dues.

VIII. President's report. Clara Steuermann

- A. Lenore Coral has received for MLA and AMS a grant of \$4,954 from NEH for a

planning conference, and not a feasibility study as originally proposed, related to the project for a bibliography of American sheet music imprints, 1826-?

- B. Forrest Alter has written complaining about the lateness of the Music Index, a situation he has discussed with his supervisors.
- C. At the ALA affiliates luncheon in Chicago about 10 organizations were represented. There is anti-CNLA feeling in ALA, evidently that CNLA's low dues of \$100 from each of 16 member organizations provides too little for them to do anything effective.
- D. Johnson Associates has written offering to publish a microfiche edition of Notes. At present, University Microfilms sells Notes on the condition that the buyer maintain a subscription to the hard-copy edition. The Board tabled accepting the offer until we have more information about the microfilm reprint.
- E. Daniel J. Boorstin, Librarian of Congress, has undertaken an examination of the institution by establishing a task force on goals, organization, and planning. Many outside the Library have been invited to reply, and Steuermann has received copies of some letters sent by MLA members. The Board made the following comments for the president to submit on behalf of the Association:
 1. Because LC cannot catalogue everything indefinitely, there is already a trend toward decentralized cataloguing, with reports sent to a central source. This should be encouraged by LC's informing the library community of what they will not catalogue.
 2. LC is also our national library, a fact which the institution should acknowledge more emphatically.
 3. The concert activities undertaken by the Music Division are a serious drain on its already insufficient budget. These activities should be taken over by the Librarian of Congress.
 4. Greater effort should be made in preservation.
 5. We wish to encourage the appointment of highly qualified music librarians to staff the Music Division.
 6. We look forward to the resumption of scholarly research by members of the Music Division staff, who know well how to exploit the riches of the collection to the advantage of musical scholarship in general.
 7. There should be increased funds for the acquisition of manuscripts, a function which is related to the proposed revision of income tax legislation.
 8. The appropriation for the purchase of other rare materials should also be increased.

IX. Committees and projects.

- A. Ad hoc committee on professional education. Ostrove reported that her committee's feelings about how professional education activities should be administratively incorporated into MLA tended toward the creation of a standing committee. All but one of her ad hoc committee members were in Chicago and planned to meet here for further discussion.
- B. Legislation. With reference to the issuing of early recordings, it appears that RCA, CBS, and MCA may agree to give LC blanket permission to produce for individuals single copies of recordings in its collection. Henry says she heard from Barbara Ringer, register of copyrights, that this is an accomplished fact. A suggestion that the MPA/MLA form devised for the copying of printed music be used would not work for recordings because of the difficulty in determining who owns the rights.
- C. MLA/MPA joint committee. At the spring meeting MPA expressed the feeling that the Musicdata effort to produce a music-in-print will fall through, in which case Notes might expand its coverage, so they suggested. The issue of establishing standards for publishers' catalogues was raised. Keller has been asked to work on this and will present a draft at the fall Board meeting.

X. Notes

James Pruett mailed a report to Board members. At the Board meeting he added that, although Edwards Bros.' prices are going up, we are still getting a good deal from them as our costs have been below the estimates for the past several years. A two-year contract is being considered, which would provide some protection against slight increases in cost and would also contain a cancellation clause for both parties. The March and June issues were late largely owing to the inadequacies of the Postal Service. Plans for future issues were described.

XI. Other publications.

- A. Manual of Music Librarianship. After reviewing the manuscripts, the publications committee recommends not publishing a second edition, but rather issuing selected chapters as Technical Reports. Board members felt as much of it should be published as soon as possible, and most thought that there should be a manual of some sort, whether under the imprint of MLA or not. Not all of the original correspondence has been released by Lenneberg. In a letter to his committee Tanno proposed that the chapters be returned to their authors and that selected authors be encouraged to resubmit revised typescripts to Coral for consideration as Technical Reports. So moved by Keller, with second by Ochs. Motion carried. On the basis of Tanno's written report, Keller moved, with second by Fenske, that P. Dedel's Johannes Brahms: A guide to his Autographs in Facsimile, and B. Gaeddert's The Classification of Phonorecords: An Annotated Bibliography be published, the former as no. 16 of the Index and Bibliography Series, and the latter as no. 4 of Technical Reports. Motion carried.
- B. Directory of Music Librarians. Criteria for inclusion of individuals in the preliminary edition will be expanded for the first edition. (See also XIV.B.)
- C. Budgeting of publications.
1. Tanno prefers the following publications be financed this fiscal year: Wenk, Analyses of Nineteenth-Century Music; Warfield, Writings on Contemporary Music Notation; Dedel, Johannes Brahms; Gaeddert, Classification of Phonorecords; M. Williams, "Source: Music of the Avant Garde": Annotated List of Contents and Cumulative Index. Ochs moved, with second by Keller, that the Board authorize Tanno to print the publications that will be ready this year. Motion carried.
 2. Certain "philosophical" questions related to our entire publication program need consideration: advertising; the need to print things faster, be they formal publications or flyers and other ephemeral things; we need a better method of pricing: should we include overhead, give discounts to vendors, pay royalties? Tanno presented an example of a pricing formula to give the Board an idea of how the determination of an item's cost might be made. Price structure and discounting will be discussed by the new publications council. Tanno said his 1977 budget request for advertising will be five times higher than this year's appropriation and will include ads and flyers. He was asked to choose printers in the light of how they ship.
- D. Newsletter.
- Martin, editor, distributed cost estimates for two sizes of an expanded Newsletter and for certain printing improvements. He prefers having two eight-page and two twelve-page issues a year, so was advised to prepare his 1977 budget request accordingly.
- E. Music Cataloging Bulletin.
- Ruth Henderson, editor, discontinued having the MCB laid out. Initially she had a typist prepare it, but now she is typing it herself and taking a fee of \$10 per issue. It was pointed out in the Board meeting that according to the Constitution she cannot take this salary (Art. II.B). If she were to

receive this sum as an officially designated honorarium, the question of whether all other editors should be similarly reimbursed would be raised (Notes was considered an exception).

XII. Meeting with Chapter representatives. Dena Epstein

Epstein asked that chapters notify her well in advance of their chapter meetings so that she has time to arrange her own schedule. She also asked the representatives to discuss at their local meetings, and then inform her, how money from the national organization might be used. The Board would like to know who is interested in working on national committees, and welcomes recommendations for committee appointments. Finally, she conveyed Martin's request that chapter reports sent to the Newsletter be fully written out so that he doesn't have to rewrite them. Chapter representatives present give brief reports. Coral remarked that chapters need to know what is critical in the Constitution for them to observe. Forrest Alter noted that SLA had to rewrite their by-laws to assure chapters wouldn't do anything to jeopardize the Association's tax-exempt status, then suggested that the next edition of the MLA membership directory include the Constitution.

XIII. Future Board meetings.

The fall meeting will be in Washington, D.C.

XIV. New business.

A. Combining MLA's executive office with that of another organization.

1. SLA. (48 chapters and 28 divisions)

- a. McKenna first responded to questions asked of him during preliminary discussions. SLA could take care of our membership records, book sales, and subscription records easily with their System/3 computer, doing a simple, one-time conversion from our manual records for about \$600. The following would cost together about \$2,900 a year, without postage, label affixing labor of sending out notices, or cost of forms, but including stuffing of envelopes:

1 dues renewal + 1 dues reminder
 labels for 4 issues of Notes (members and subscribers)
 labels for 6 miscellaneous mailings (meetings, other), including those for subscribers to smaller publications
 membership list; chapter lists
 quarterly updating of addresses (allow 6 weeks; no extra per-item charge)
 1 set of labels for each chapter

Moneys are received at the SLA office because banks cannot handle the variety of amounts and combinations of payments received from a single individual. Office procedure has a checking system sufficient to prevent theft. Receipt of pre-registration money for meetings is entered into the computer to produce registration lists by name, event and, for guarantees to hotels, number of persons. Quarterly financial reports and interim reports for office use would bear an additional cost to that stated above, as would the handling of income other than that already mentioned. SLA's accountant could set up our books and ledgers in about three weeks at an approximate cost of \$1,600. However, it might be preferable to have our treasurer continue her present work, after some training in the new system from SLA. Their office could store some of our inventory of publications, but, not knowing yet how much we have, could not commit itself now to storing it all.

- b. McKenna then asked to comment on other subjects where we had not invited his remarks: Our subscription and membership fees are too low.

SLA's 1968 overhead was calculated at 28.5%, a very low figure used for a not-for-profit organization. Now it is 61+, which is still low. (SLA has devised a unit cost per member.) We should have liability insurance. McKenna noted that if there should be an accident during a national meeting and we were to be sued, each member of the Board would become individually liable. For IRS purposes we should identify in our books costs related to advertising.

- c. The SLA office staff, at 235 Park Ave. South, consists of 19 persons: the executive director and his secretary; a membership department with a manager, an assistant, and a secretary; a publications department with a manager, an assistant editor, and a secretary (editing of all publications is done there); an order department with a manager, two clerks, a mail room person, and a computer operator; a conference and exhibits coordinator with a half-time secretary who also spends half-time handling checks; a receptionist who also does envelope stuffing; a librarian; an archivist; and a person in charge of educational programs. It would be possible for an MLA employee to be in the SLA office, or at least in the building.

The production of publications was left for discussion at a later time.

3. Subsequent to McKenna's presentation at the business meeting, the Board reconvened. The consensus regarding affiliation with SLA was favorable, with particular mention of subscriptions, membership records and accounting. There were reservations about publications, and strong feelings within and outside of the Board about MLA's maintaining its identity. Comments:
- We could make a contractual agreement for the \$2,900 "package" and an entrance fee.
 - There are numerous data-processing services in the D.C. area.
 - There would have to be an MLA employee at the SLA office, or at least close by.
 - William McClellan's executive officer search committee could write the SLA office to get figures we now lack about certain costs.
 - Walter Gerboth should certainly be asked to visit their office and, depending on what he learns, there could be a subsequent visit including some Board members.

Keller moved, with second by Henry, that we consider the following our apparent present alternatives, and that the costs for each be ascertained:

1. There be a complete merger of our executive office with theirs, so that with an appropriate person nearby like Harold Diamond to take care of professional matters, everything else would be taken care of by SLA.
2. We make a contractual agreement for mechanical billing, accounting, and subscription and membership records, leaving all other matters to a separate MLA executive office located elsewhere from the SLA office.

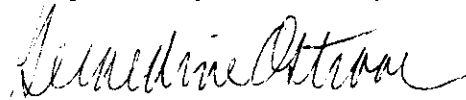
Discussion led to a decision to ask Gerboth and Emanuel to make a preliminary visit, after which several members of the Board will meet with them, Weichlein, and persons in the SLA executive office. Reports will be sent to the Board. The motion was carried. Epstein moved, with second by Keller, that funds be authorized for round trip transportation to New York for MLA members required to make the designated visits to the SLA office. Motion carried.

2. Keller reported briefly on his investigation of the CMS office at SUNY, Binghamton, where they employ an executive secretary and two half-time teaching assistants, with clerical help from an office pool. He felt it would not be fruitful to pursue an affiliation here.

- B. Ochs brought to the Board's attention a hand-delivered request from Don Phillips for a special appropriation to permit publication of the first edition of the Directory of Music Librarians this fiscal year. Ochs recommended action be deferred until the finance committee's fall meeting. He noted the preliminary edition was not selling well, not yet having recovered our initial outlay, and also that the new membership list would be published in a month or so. Board members wondered where the money was coming from for all of the cards and mailings Phillips has issued, and Keller remarked that we should not allow members to pay out-of-pocket expenses on their assumption they would subsequently be reimbursed by the Association. Fenske moved, with second by Epstein, that a decision to approve Phillips' request be deferred and the matter be referred to the Finance committee for study. Motion carried.
- C. IFLA. Owing to concern over a very recently promulgated draft of an ISBD for non-book materials scheduled to be discussed and perhaps approved at the August meeting in Lausanne, the possibility of appropriating funds to enable Garrett Bowles to represent MLA there was discussed. Should we ask Jane Franck, our official representative, to become involved in something this technical, particularly as she is not presently a music librarian? She could at least emphasize that there are fundamental differences between the draft's and AACR's treatment of recordings. Keller moved with second by Fenske, that Epstein be authorized to prepare a statement which will constitute the official position of the Board and that this statement be presented by Franck at the IFLA meeting in Lausanne. Motion carried.

The meeting was adjourned.

Respectfully submitted,



Recording Secretary