

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
Nashville, Tennessee
January 31-February 3, 1977

Monday, January 31, 12:15 p.m.-6:45 p.m.; Tuesday, February 1, 9:10 a.m.-12:45 p.m.,
2:30-6:15 p.m., 8:30-10:00 p.m.; Wednesday, February 2, 9:15 p.m.-12:15 a.m.;
Thursday, February 3, 10:15-11:45 p.m.

Present: Shirley Emanuel,* Dena Epstein, Barbara Henry, Michael Keller, Michael
Ochs, Geraldine Ostrove, Jack Ralston, Linda Solow, David Fenske; Tuesday-
Thursday: Maria Calderisi, Don Roberts, Martin Silver; Tuesday: members
of the Association; for V and part of IX. D, William Weichlein; for IX.H,
Mary Lou Little, Karl VanAusdal; for XI, Lenore Coral, Thelma Diercks, Carole
Franklin, June Gifford, George Hill, Jerry Persons; for X, James Pruett; for
XIII.B, Walter Gerboth, William McClellan. Absent: Nina Romani. Clara
Steuermann presiding. *Except during XIII.A.

I. Recording secretary's report.

The minutes of the previous meeting in Washington, D. C. were accepted
with the following corrections:

- | | |
|----------------------|--|
| p. 3 (V) D, l. 10-11 | change sentence to: It was felt Little
would be a good person to coordinate the
workshop with Donald Seibert and Skrobela ... |
| p. 4. VII.C, l. 3-4 | change to: ... Epstein spoke with a member of
the recently formed publications committee who
works at the University of Chicago ... |
| l. 7-8 | change to: She will write to the ALA publi-
cations committee. |
| l. 8-9 | delete: and if ... matter up. |
| VIII.D | change beginning to: ARL mounted a Bicentennial
exhibit at Dartmouth College including ...
<i>Smithsonian Institution</i> |

II. Treasurer's report. Shirley Emanuel

The treasurer had mailed Board members a third-quarter 1976 financial
report, an annual report for 1976, and the budget for 1977. For 1976 the
budgeted deficit was reduced to zero and a gain of \$4,804.42 realized. The
balance in our checking account as of December 31 was \$26,570.58.

III. Fiscal officers's report. Michael Ochs.

- A. The constitutionally required audit was done for fiscal 1976 on November
6 at the home of the treasurer and a report submitted by the audit
committee. Members of the committee were Epstein, Ochs, and Marianne
Kozlowski, chair.
- B. Ochs gave a résumé of the budget planning done by the finance committee
at its fall meeting. Requests submitted for funds for 1977 yielded an
apparent deficit of approximately \$25,000. Whittled down to somewhat
over \$5,000, the preliminary budget was presented to the Board. After
some deletions and additions the budget was approved with an estimated
deficit of \$5,555. The new dues structure, also approved by the Board
at its previous meeting, was announced. The fact that some strong
opposition from members about the new dues schedule had been expressed
during the convention led to some discussion about the fiscal officer's
need to explain the Board's reasons for having raised dues at the
business meeting. Epstein moved, with second by Henry, that we defer
implementation of the new schedule until the treasurer and finance
committee can study the matter further. Motion defeated.

- C. The salary of \$11,000 announced for the new position of administrative officer, which will supersede the position of business manager to be held until February 7, 1977 by Nina Romani, is based upon the sum of certain current appropriations for salaries in the Ann Arbor office. However, no appropriated sum would remain for the extra clerical help that is needed during peak periods. We could probably work things out if such help were needed before the summer (i.e., the duration of the minimum period of six months indicated in the administrative officer job announcement) and candidates interviewed can be so advised. (See also IX.D.2 and 3.)
- D. The placement service income is somewhat lower than expenditures, but no increase in the subscription fee was included in the 1977 budget, in part because the fee was raised \$1.00 last fall.

IV. Business manager's report.

- A. Copies of the growth index and the preliminary calendar for 1977 were distributed. The latter was revised.

The following publications are scheduled to be printed the week of March 14: the cumulation of the Music Cataloging Bulletin and three numbers of the Index and Bibliography Series; Wenk's Analyses of Nineteenth-Century Music, 1940-1975, his Supplement (1970-1975) to Analyses of Twentieth-Century Music; and Warfield's Writings on Contemporary Music Notation.

- B. It was moved by Epstein, with second by Fenske, that Nina Romani be thanked for her work in the Ann Arbor office. Motion carried. Although it had been expected that Romani would no longer work after the Nashville meeting, because she had taken extra sick leave she offered to spend February tying things up.
- C. It was moved by Keller, with second by Ochs, that the treasurer be authorized to disburse funds of up to \$300 for a telephone-answering device for the executive office. Motion carried.

V. Convention manager's report. William Weichlein

- A. Weichlein distributed a list of confirmed and proposed future meeting sites and a list of sites from 1964-1982. Future sites and how we might attract more members were discussed. Weichlein reported that the Chicago meeting turned out well financially, with 161 paid registrants and a profit of \$327.58. He urged that registration fees be kept high enough to allow a slight cushion, whether for unforeseen expenses or for honoraria for non-member speakers, entertainment, etc. A separate budget line for conventions might make our bookkeeping easier.
- B. A paid pre-registration of 174 for the Nashville meeting is overwhelming. The largest number of exhibitors ever, 13 (excluding MLA), yielded income of \$920 of an estimated \$1,000. This is also one of the most subsidized of our conventions, with a reception from BMI and a cocktail party and part of the banquet entertainment from the Country Music Foundation. A late request by a speaker for \$100 for transportation was rejected as not having been submitted sooner, as our normal procedures require.
- C. For Santa Barbara next August transportation and a "land package" (\$86 double occupancy, transfers, sightseeing tour of Santa Barbara, concert ticket, tips) are being handled by a travel agent. There will be one free room at the Holiday Inn for every 20 reserved. The same agent will also coordinate travel for those who plan to go to Berkeley for MMS.
- D. The president informed the Board that the cataloguing workshops scheduled for the Boston meeting in February 1978 could not be held as planned. After a meeting in Nashville of the president, the workshop's coordinators, and Fred Bindman, an alternative, a single-day symposium, was suggested. The three members of the Board from Boston, who are also members of the

Boston Area Music Librarians, hosts, asked that the matter be taken back to the full Boston planning committee for reconsideration.

- E. The referendum on summer meetings brought a vote of 169 to discontinue and 28 to continue. Thus, the Santa Barbara meeting will be the last one in the summer for a while.
- F. A seven-page history of MLA prepared by Weichlein for the Encyclopedia of Library and Information Science has finally be published. Off-prints were distributed to Board members.

VI. Members'-at-large reports.

A. Barbara Henry

Henry distributed a sheet updating the index to Board policies. Nominating committee: as Edward Waters, their nominee, has already received a citation from MLA, none will be given this year. The guidelines for music library consultants and clients will be published in the March Notes. They will also be sent to chapters. The guidelines were presented by William McClellan at the annual NASM meeting in Atlanta last November.

B. David Fenske

The index to 1976 Board meeting minutes was distributed. Fenske asked what outgoing Board members should do with files they had accumulated. The president advised the files should be given to new Board members having similar assignments.

- C. Jack Ralston. Committee reports and addenda for 1976 had been compiled and distributed in convention folders. Some reports are not received in a form in which they can be published, so that the member-at-large responsible for collecting the information has occasionally to edit and even write them. A publicity folder going back to work done by Susan Sonnet is ready to be passed on.

D. Michael Keller

1. Prizes proposal. Revisions were made to the age specifications so that the prizes decided upon would be awarded as follows:
 - a. To the author or compiler of the best book-length bibliography
 - b. To the author or compiler, who may not be beyond the age of 40, of the best article-length bibliography or the best article on music librarianship
 - c. To the author of the best review in Notes
2. Fund raising. Keller thought it possible CRL might be approached for the institutes planned in conjunction with the Boston meeting [see also V.D; agenda taken out-of-order]. As for updating our bookkeeping, support from the Kresge Foundation may be a possibility. They will fund Michigan-based non-profit organizations. Perhaps we could coordinate financial reorganization with a move to SLA and utilize SLA's services (\$1,500; Kresge's auditor would charge less). How we might solicit gifts from MLA members was discussed. A direct mail campaign, personal visits to members by another member in the same geographical area, gathering members together for an evening of telephoning others throughout the country using a WATS line, and undertaking a long-range program of periodic fund-raising campaigns were mentioned. The need for fund raising to have a distinguishing feature was noted, and Keller responded that our 50th anniversary in 1981 would be appropriate for our initial effort. In addition, a list of projects could be prepared of sufficient variety to attract donors with special interests. Goals should be established at intervals within the time frame of a campaign, e.g., for each year of a five-year campaign. He added that a pledge system wouldn't work because we haven't the personnel. The question of whether we should attempt to attract donors outside of the membership was raised.

- VII. Vice president/President-elect's report. Dena Epstein
- A. Chapters (see also XI). Election of the following new chairpersons was announced: Chesapeake, Thelma C. Diercks; Pennsylvania, Carole Franklin; Southeast, Jerry Persons.
 - B. ALA. Copies of Epstein's letter to George Bobinski, chairman of ALA's publications committee, were distributed. In offering MLA's services to furnish referees for their music publications, she cited R. S. Halsey's Classical Music Recordings for Home and Library as an example of a publication that could have benefited from professional scrutiny. In an effort to discover what other departments of ALA we might reasonably approach, she suggested the Resources and Technical Services Division (scores and sound recordings, implementation of MARC for music), ACRL's Audiovisual Committee, and the Committee on Future ALA Structure (the role of affiliated associations). Epstein distributed drafts of letters to the chairperson of each group. She has learned that ALA's publications department does not customarily consult with constituent parts of ALA regarding publications impinging on their interests unless that organization has itself generated the publication. So the department would not come to us as a matter of course. ALA has abolished its audiovisual committee and in its place each of four divisions now has such a committee. The Board encouraged Epstein to continue trying to establish contacts with ALA and, in the event of positive responses to the letters mentioned above, to proceed alone or appoint a committee to assist her. Epstein has written an article about MLA including the names of our new officers for the 1977 ALA Yearbook.
- VIII. President's report. Clara Steuermann
- A. Results of the recent election for members-at-large were announced: Maria Calderisi, Don Roberts, and Martin Silver. The president welcomed these new Board members.
 - B. James Pruett has resigned as editor of Notes (see also X), effective preferably with the completion of the September issue, but not later than the December issue. Suggestions for a selection committee to recommend a successor were made.
 - C. RILM. Barry Brook still hopes to obtain contributions from other associations. Our check for \$300 was mailed in January. Steuermann has written asking how money contributed by MLA was used.
 - D. AMS Press. Our contract with them for the reprinting of Notes and distribution of back stock has been renewed through July 1979.
 - E. A Mr. Jacobs from Macmillan is presently in the country for the purpose of contacting music librarians about the purchase of the 6th ed. of Grove's Dictionary.
 - F. The British Library Association will have a centenary conference in 1977. A communication will be sent to Board members.
 - G. Board members had sent recommendations of music librarians who might be included in a future edition of Who's Who in America, and these were sent on by the president. Letter's received after her deadline will be given to Epstein.
 - H. No letter from MLA was sent responding to Daniel Boorstin's invitation to the president that we make recommendations for Chief of the Music Division at the Library of Congress. Calderisi described some conversation with Boorstin when he was in Ottawa recently. The Board discussed the inordinate delay in his making an appointment and whether pressure on him to do so might be exerted through such intermediaries as the Congressional committee on the Library or someone in the Carter administration. It was suggested that rather than becoming involved in the complications of naming individual candidates MLA might offer to recommend members of the Association to advise him, and also point out how important it is for the Division and for the musical and scholarly communities that an appointment be made as soon as possible. To that end, Keller, Ochs, and Ostrove drafted a letter for the president-elect. Keller moved, with

second by Fenske, that copies of such a letter be sent to AMS, CMS, and SEM for their information. It was undecided whether the copies should be blind or indicated. Board members will receive copies before the spring meeting. The motion was carried.

- I. Papers from the ARLIS/NA-MLA joint session at last summer's national meeting in Chicago appeared in their Newsletter and will shortly appear in ours.
- J. Modern Music. A letter of January 20, 1977 from William Lichtenwanger to the president described the very confusing history and apparent conclusion of the matter of who shall receive final custody of funds deriving from the journal. The approximately \$2,000 at issue has been sent to Hubert Howe, president of the U. S. section of the ISCM, now merged with the League of Composers, the journal's publisher.

IX. Committees and projects

- A. CNLA. There will be a meeting in Washington in May which, of our two representatives, only Melva Peterson will attend, as Susan Sommer will be occupied at a Greater New York chapter meeting on that day.
- B. Ad hoc committee on education. Ostrove distributed her final report. The committee's recommendation is that a standing committee on education be established. On the assumption that a Constitutional amendment would be required, which, were such an amendment proposed to and accepted by the membership, would prevent committee activities to be undertaken before a year's time, the ad hoc committee also recommended a special committee be appointed in the interim. Keller moved, with second by Ochs, that the report be accepted. Fenske pointed out that Constitutional amendments are not required to establish standing committees additional to those named (Art. VI, sect. K), and offered an amendment to the motion, with second by Ochs, that a standing committee on education be established. Ostrove was asked to read from some of the documents of the committee's work, among which was a list of some of the responsibilities the committee might have. Epstein agreed to include these in her letter to the new chairperson [subject to the outcome of the motion]. Motion carried. Epstein said she would transfer material she had gathered about CLENE along with Ostrove's documents to that person.
- C. Solow has turned over her files on exchange of librarians to Judith Coon who has recently written to IAML branches on this subject, soliciting inquiries about participation. Roberts, president of the IAML Commission on Education and Training, said the commission is also interested and hopes to take the matter up in about two years, after their current projects have been completed.
- D. Executive officer
 - 1. Executive secretary. (See also IX.J) Although the Board had been asked at their previous meeting to make recommendations to the search committee for an acting executive secretary, all the committee's attention has been given to filling the position of administrative officer. McClellan and Epstein have resigned, effective at the conclusion of the Nashville meeting, because of other commitments, and the committee felt the appointment of another search committee for this officer would be premature, given the present circumstances of the business office.
 - 2. The possibility of William Weichlein's being able to serve in the Ann Arbor office on an interim basis following the Nashville meeting had been discussed previously and Weichlein had agreed to do so until the end of March. It was decided we could offer him an honorarium of \$200 a month for the duration of his appointment, February through March 1977, and that other personnel appropriations and unexpended funds for the business manager's Nashville expenses could be used for clerical help paid at an hourly rate. When Weichlein joined the Board

meeting he accepted the appointment and agreed to train the person eventually appointed administrative officer, assuming he or she began work during that period.

3. Administrative officer. (See also XIII.B.) Epstein reported that McClellan had received 13 applications in response to the job announcement. The committee selected five for serious consideration. Gerboth had interviewed one person living in the New York area. The others were present in Nashville and would be interviewed there. The committee had requested further guidance from the Board about the position, and discussion led to the following:

Desirable starting date: March 1

Hours: 9-5 with an hour for lunch

Sick leave: 1 day a month, the total (6 initially) to be available immediately

Holidays: same as the administrative offices at the University of Michigan

Vacation: 1 day a month, accrued and not to be taken before 6 months

Health insurance: none

Retirement benefit: none

The treasurer is to receive a monthly report of leave taken so that any necessary pay deductions can be made.

The office should not be closed for bad weather except under extraordinary circumstances.

The president will be the administrative officer's supervisor and will refer him or her to others as appropriate.

The appointee will probably need a car, as deliveries must be made to the post office and printer.

The vulnerability of the Association to misuse of funds was discussed, and it seemed advisable to do a credit check of the person appointed. Bonding was considered and deemed too expensive, so rather than vesting the administrative officer with the authority to sign checks the president, as the second person besides the treasurer, was given signatory authority on a temporary basis. We will also require deposit slips to be fully filled out, including the name of the signer on checks received.

E. IFLA.

1. Structure. The International Federation of Library Associations and Institutions is presently undergoing internal reorganization. Member organizations will be able to join four or more divisions, and Board members had been asked to specify those from a list sent in which they felt MLA would have the most interest. Bibliography, cataloguing, library schools and other training aspects, mechanization, and statistics were favored. Board members had also added music libraries as an indication of interest in sections which might be established. Steuermann has registered MLA for the existing sections through the IFLA secretariat. IFLA has also requested a paper about American music libraries for informational purposes.
2. U. S. members. A meeting was recently held in New York (representing MLA: Melva Peterson) for the purpose of establishing a committee of one representative from each of the U. S. member associations. As a result of that meeting, the following issues were submitted to the associations for their approval:
 - 1) That such a committee, to be designated the U. S. National IFLA Committee, be formed, and that each member association designate a representative who may or may not be a voting member in IFLA. So moved by Keller, with second by Solow. Carried.
 - 2a) That the 20 U. S. votes be subdivided among the 7 associations as indicated (giving MLA one vote). So moved by Keller, second

- by Fenske. Carried.
- 2b) That our dues for 1977 be \$100. So moved by Ochs, second by Solow. Carried.
- 2c.1) That Draft Transition Measure 8.2 be changed so that dues paid by institutional members and affiliates shall be included as part of the dues assessment to each country. So moved by Ochs, second by Fenske. Carried.
- 2c.2) That no country be assessed more than 20% of the total worldwide IFLA dues. So moved by Ochs, second by Fenske. Carried.
- 2d) That all U. S. member associations transmit their annual dues payment to the ALA international relations office no later than March 1, 1977. Moved by Fenske with second by Solow that we not support this proposal. Carried.
- 3) That we pay our share (est. \$64) of travel expenses of a U. S. member of the IFLA Executive Board (if such a member is elected) according to the ratio proportional to the fraction of total dues paid by U. S. member associations as shown in the proposal. So moved by Fenske, second by Henry. Carried.
- 4) That of the possible nominees by U. S. member associations for a U. S. member of the IFLA Executive Board we support, only and in the order named: Richard Dougherty, Richard DiGennaro. So moved by Fenske, second by Keller. Carried.
3. Robert Vosper, retiring U. S. member of the Executive Board, has written asking us to make recommendations for standing committees, and specifically that Jane Franck be suggested for the statistics committee. Franck has been MLA representative to IFLA for the 1 1/2 years of our membership. Board members agreed to that recommendation, but wondered what our options with regard to other standing committees are.
4. IAML has joined IFLA.
5. Lenore Coral requested we second a nomination of one of her colleagues for the astronomical and geophysical standing committee. After some discussion it was moved by Ochs, with second by Fenske, that we do so. Motion defeated.
- F. MLA/MPA committee. The effort to produce a music-in-print will be a topic during the Open Forum in Nashville. Members of the Music Publishers Association will be among the speakers.
- G. MLS/NASM committee. William McClellan, chairman, reported in a letter to the president that their board has refused to require the inclusion of a music librarian on accreditation teams, claiming that it would cost too much, and further that the inclusion of such a "special interest" person would require them to include a composer, and so forth, too. McClellan then suggested having a music librarian meet with accreditation teams beforehand to advise how the library might be evaluated or training a music librarian to serve on a visitation team in other capacities as well.
- H. OCLC Task Force. VanAusdal and Little gave the Board an interim report of meetings in progress in Nashville. They noted that since OCLC's recent implementation of the MARC music format the task force has been analyzing and interpreting it publicly in the same way the Library of Congress tested the book format in-house. Board members noted that the implementation of MARC for music by the Library of Congress has been postponed once more and wondered if letters of complaint should be sent to Fred Bindman. Little said that was unnecessary, as there was good cooperation between the task force and Bindman.
- I. Publications. Board members received John Tanno's written report. Upon his recommendation it was moved by Fenske, with second by Ochs, that Michael Williams's "Source: Music of the Avant Garde:" Annotated List of Contents and Cumulative Indices be published. Motion carried. Solow, a

member of the committee, was authorized to amend Tanno's report and add the recommendation that Judith Kaufman's Subject Headings for Ethnomusicological Sound Recordings also be published, as no. 5 of Technical Reports. So moved by Epstein, second by Fenske. Motion carried. A copy of Technical Reports no. 4, B. Gaeddert's The Classification of Phonorecords: an Annotated Bibliography, was available for inspection. It contains CIP.

J. SLA.

1. The next step in negotiations appears to be a visit to the Ann Arbor office by someone from the SLA office. It was agreed this would imply we are seriously interested in placing our business affairs in their office but are not yet ready to commit ourselves. We would pay for the visitor's trip, which should take place as soon as possible so as to leave plenty of time for a report before the April Board meeting. Emanuel's presence would probably be helpful and she anticipates having to go to Ann Arbor anyway to help train the person who will be appointed administrative officer. Ochs moved, with second by Keller, that we appropriate funds for expenses for the MLA treasurer and one SLA employee to go to Ann Arbor for the purpose of examining our office there. Motion carried.
2. Assuming a smooth and successful transition by MLA's new employee into the Ann Arbor office, the question of why we should move was raised. Based on information supplied by SLA, we could expect lower expenses with additional services (legal advice, audits), a more professionally run office than we presently have, and we would avoid the hazards of a small office in a small town. The fact that CMS and SEM are considering merging their business offices was mentioned, as was the possibility of our combining with them. In response it was remarked that all three organizations are weak in the business aspects of their operations, that whereas in the past we have established good rapport with musicologists it is now time for us to emphasize the library side of our profession, and that we need more management expertise.
3. Board members had received estimates of the costs of various services which SLA might provide as their "basic package" in the capacity of MLA business office. Emanuel had then compared the services we would use with what we presently pay. She and Weichlein will try to suggest substitutes for items listed which MLA would not need. The principal difference in costs relates to the time it takes to do things. With SLA, the time is less. However, their charge is \$9.00 an hour (\$18,000 a year) for general office work, so if we use a lot of their office time we won't save that much. Emanuel said the data processing services she investigated charge somewhat more for the "basic package" kinds of services SLA is offering and that there is reason to believe SLA's product is better. The following list of items whose costs (one-time; continuing) have yet to be ascertained was compiled:
 - Moving from Ann Arbor to New York City
 - Installation of telephone in the SLA office
 - Storage space for our publications inventory
 - Salary of our "resource person" (executive secretary)
 - Our own office space in New York
 - Telephone for that office
 - Legal fees for the drafting of a contract with SLA
 - SLA's counsel, whenever we might need it
 - Audits (needed eventually, but not at the time of conversion)
4. Executive secretary. This person would supervise the services performed by SLA on our behalf and take care of correspondence and all MLA operations not otherwise provided for excepting conventions and exhibits. The honorarium decided upon was \$1,500 a year. Selecting

this person would require an expenditure of about \$100 .

K. Placement service. Barbara Henry

The number of registrants is down to 91, a good sign. 15 jobs have been listed in six lists since September. Carolyn Hunter, placement director, would like to resign, as she will enter law school in the fall. She would agree to hold her office until August, but would like to relinquish it sooner. She will send a formal letter of resignation to the Board.

X. Notes

Pruett was asked to help with the selection of his successor. He declined to participate in a formal way, but agreed to provide assistance otherwise. Epstein will appoint a search committee and inform the Board of its membership.

XI. Meeting with chapter representatives. Dena Epstein presiding.

- A. Epstein remarked that chapter reports have been coming in late, too close to the national midwinter meeting. She suggested that outgoing chairpersons begin to prepare the report so that the succeeding officer need only complete it. She also asked that, rather than sending an entire, unedited folder to the vice president or past-president, chapters prepare the written report themselves and send that.
- B. There was discussion about chapter constitutions. It is necessary for each to include two clauses which can be modeled on the MLA Constitution: 1) a clause protecting our tax-exempt status and 2) a clause about the dispersion of assets to another non-profit organization in the event of the chapter's dissolution (also related to 1)).
- C. Requests for financial assistance have come from two chapters, including one from Greater New York to assist with a chapter list of research libraries. George Hill was advised to price the list high enough so that it will recover expenses. Owing to the projected deficit for 1977, no money was appropriated for chapter use. Representatives present were asked what their respective dues are. Most are \$2.00 or \$3.00, save New England, which is \$5.00
- D. Epstein referred to a letter from Charles Lindahl, editor of the 2d ed. of vol. 1 of the RISM Directory of Research Libraries. He is receiving help with this project from chapters.
- E. It is likely that chapters will be involved in some fashion in Donald Krummel's project Resources of American Music History.

XII. The spring Board meeting will be held on April 24 and 25.

XIII. Appointed officers.

- A. It was moved by Fenske, with second by Solow, that Emanuel be reappointed treasurer. Motion carried.
- B. Administrative officer. William McClellan summarized the search committee's work and presented the two leading candidates from among the top five selected and interviewed. Epstein described a possible third, a member of the Regenstein Library staff. The candidates were discussed. The leading candidate had requested travel or moving expenses and health insurance. Keller moved, with second by Fenske, that an offer be made to this candidate designating February 15 as the day salary would begin and March 1 as the first day of work, with August 31 as termination date. Motion carried. The list of terms of employment (see above IX.D.3) was reviewed. Keller moved, with second by Fenske, that should this candidate refuse, the second named be offered the post for the period March 1-August 31 at a salary of \$5,500. Motion carried with one abstention. Epstein was asked if she would recommend the person she had described in the event the other two declined. She responded that it would be better to have

someone in the executive office who is honest and efficient than to have to reconstitute the search committee, since neither she nor McClellan could continue to serve.

XIV. New Business

Ostrove suggested minutes of Board meetings automatically be sent to Association members who might find them useful in the course of their work as chairpersons, special officers, and so forth. She will send the Board a list of suggestions for their comment.

The meeting was adjourned.

Respectfully submitted,



Geraldine Ostrove
Recording secretary

ADDENDUM

Details of XIII.B.

XIII. B. William McClellan summarized the committee's work and presented the two leading candidates from among the top five selected and interviewed by the committee:

Joseph Kotylo. Now a doctoral candidate at the University of Colorado and doing administrative work half-time in the music department at SUNY-Buffalo. He set up the executive office of CMS (as Craig Short's predecessor). He has a music background but no librarianship. Keller, who is acquainted with him, made some explanatory comments about his present situation.

Stephen Finn. A student in the arts management program at the University of Cincinnati with some experience in theater and concert management. He has a music background and has worked in a public library, although he has no library degree. He wants to take leave from his studies and then return to school in October.

There were questions from the Board and discussion of the candidates, including the possibility that neither the leading nor second might be offered or would accept the position. One member expressed surprise at the qualifications each presented, observing that had he realized persons of relatively little experience would be seriously considered he would have urged individuals of his acquaintance to apply. Epstein named another possible candidate,

Bruce McGregor. A member of the library staff at the University of Chicago with a master's degree in English and a library degree. He has an extremely limited music background. He works unsupervised, is intelligent but not particularly personable, and is a slow typist.

Mr. Kotylo has asked for travel or moving expenses and health insurance (his wife is pregnant). For this part-time position the latter benefit had already been refused (see above IX.D.3). Keller moved, with second by Fenske, that an offer be made to Mr. Kotylo designating a starting date for salary of February 15 and a reporting date of March 1, and a termination date of August 31. Motion carried. McClellan was authorized to telephone him with this offer. The list of the terms of employment was reviewed. Keller moved, with second by Fenske, that should Mr. Kotylo refuse, we offer the post to Mr. Finn for the period March 1-August 31 at a salary of \$5,500. Motion carried with one abstention. Epstein was asked if she would recommend Mr. McGregor in the event both of the others declined. She responded it would be better to have someone in the office who is honest and efficient than to have to reconstitute the search committee, since neither she nor McClellan could continue to serve.

[Gerboth later reported to Board members individually that the committee had been unable to fill the position. A new search committee was formed including Don Roberts, Weichlein, and Gerboth, chair.]