

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
Ann Arbor, Michigan
April 24-25, 1977

Saturday, April 24, 9:10 a.m.-12:35 p.m.; 1:35-5:40p.m.; 9:30-10:35 p.m.;
Sunday, April 25, 8:40 a.m.-3:30 p.m.

Present: Maria Calderisi, Shirley Emanuel, Michael Keller, Michael Ochs,
Geraldine Ostrove, Don Roberts, Martin Silver, Linda Solow, Clara
Steuerman; for IV, V, and part of VIII. B. 10, William Weichlein.
Dena Epstein, presiding.

- I. The minutes of the previous meeting in Nashville, Tennessee were approved with the following corrections:
 - p. 1 I, correction to VIII.D. change "Dartmouth College" to:
the Smithsonian Institution.
 - p. 2 IV.C. add at end: Motion carried.
 - p. 4 VII.B. line 2 add in space: publications.

II. Treasurer's report. Shirley Emanuel.

Board members had received by mail the first quarter 1977 financial reports of the Association and of the National Endowment for the Humanities Grant for the planning conference, arranged by principal investigator Lenore Coral, for a Bibliography of American Sheet Music, 1826-? (See also IX #II). Emanuel added that as of April 22 our checking account balance was \$15,283.70. We are in good shape in terms of our overall balance in spite of the fact that some of the quarter's income was very low because checks received in the executive office had not been deposited.

III. Fiscal officer's report. Michael Ochs.

As a result of discussion at the Nashville business meeting, the new dues structure adopted by the Board was referred back to the finance committee for further discussion. After consideration of comments received in response to a memo from Ochs to selected members of the Association, Ochs conveyed the committee's recommendation that the new schedule be rescinded with the exception that the decision to have a reduced rate for retired members be retained (see also IX.J.). It was moved by Silver, with second by Solow, that the new dues structure be rescinded. Motion carried. The question of whether any change at all in the dues should be adopted as of September 1977 will be referred to the finance committee.

Ochs commented that requests for funds received by the finance committee prior to its formulating a budget are presently all regarded with equal impartiality. He suggested that instead they should be evaluated in some fashion and presented to the Board. Some, for example, should be disallowed for the inherent inadvisability of the projects they are intended to support, and others simply because we cannot afford to approve them. Some Board members have asked what has been deferred for the latter reason during the past several years. The finance committee should meet further in advance of the fall Board meeting than it has recently

done so that there will be an opportunity for the Board to be informed of budget requests. Calderisi moved with second by Steuermann that travel funds be appropriated for the committee members. (Note: If the finance committee does not meet immediately before the Board meeting and in the same location, Board members who serve on the committee must be reimbursed for two trips instead of one. Rec. Sec.) Motion carried. Katherine Skrobela requested an appropriation of \$168 for travel to a cataloging code revision committee meeting to be held in ^{Chicago} Chicago June 13-15. The meeting has been only recently scheduled. So moved by Silver with second by Ochs. Motion carried.

IV. Executive Office report. William Weichlein.

A. Weichlein distributed a status report representing the period from the conclusion of the Nashville meeting, when his appointment to supervise the office began. Included was the growth index. He made the following recommendations:

1. This is a two-person office requiring an administrator (part-time) and clerical assistance amounting to one-and-one-half-time work. The half-time clerical should work year-round rather than full-time during part of the year.
2. The position of executive secretary should be filled, at least until the end of 1977, without an honorarium, as the office operations could not be transferred, e.g., to S.L.A., in their present state.
3. The member/subscriber file of addresses needs to be straightened out with the help of the Acme Printing Service, who has our mailing list. We can get a print-out from them in the form of cards, and these could serve as our office copy of the membership list. *to use against*
4. Some equipment is needed: a four-drawer filing cabinet, one section of shelving, a typewriter, in that order of priority.
5. We need a planned publications program so that the office can anticipate mailings and billings.
6. The size of the press run seems to be too large for some publications.
7. Some of our publications need reprinting, specifically, vol. 1-5 of the Music Cataloging Bulletin. So moved by Steuermann with second by Ochs. Motion carried. The number to reprint of each issue was left to the discretion of Weichlein in consultation with members of the publications council.

Weichlein then summarized the major areas of office operations:

1. Notes
 - a. Two billings a year
 - b. Clearance of delinquents (related to U.S. Postal Service requirements).
 - c. Invoicing of foreign agencies
 - d. Claims
 - e. Address changes
 - f. Backfile shipments to AMS Reprints
 - g. Correspondence concerning subscriptions
2. Music Cataloging Bulletin
 - a. 12 mailings a year
 - b. Two billings a year
 - c. Clearance of delinquents
 - d. Hand mailing of foreign subscriptions
 - e. Claims

3. Irregular publications (Index and Bibliography Series, Technical Reports, other)
 - a. Processing and mailing
 - b. Billings and delinquents
 - c. Mailing
4. Advertising
 - a. Billing
 - b. Mailing of tear sheets
 - c. Billing of delinquents
5. Public relations
 - a. Correspondence
 - b. Brochures

Summarizing his description, Weichlein said it is necessary to return the office operations to their state as of the beginning of 1975.

A resolution of thanks to Weichlein for all he had done was offered.

- B. In response to a question, Weichlein said he could consider accepting blanket orders for M.L.A. publications.
- C. Garrett Bowles' questionnaire in preparation for the second edition of the Directory of Automation in Libraries will be mailed with the preliminary program for the summer meeting in Santa Barbara.
- D. Other business office matters.

Emanuel and Epstein are now authorized to sign checks. We shall have to investigate obtaining liability insurance for our national meetings. Dana Hull (see VIII.A.[9]) will be at this Board meeting if invited by the Board. The landlord of the Ann Arbor office says there is the possibility of extending our lease for less than two years. Notice of non-renewal is due by August 31.

Copies of all our publications first issued in 1977 were displayed. Board members commented briefly, criticizing such things as saddle stapling of a lengthy work, over-typing, and the general impression given by the covers. (See also IX. F.2.)

Weichlein was asked by what date it will be possible to get the office in running order, i.e., to transact current business rather than work on the backlog. He said that would be possible by June 1 or July 1. He was also asked if the office could absorb the work of undertaking the publicity program formulated by previous members-at-large David Fenske and Jack Ralston. Weichlein responded: maybe. Who would write the press releases remains to be decided.

- V. Convention coordinator's report. William Weichlein.
- A. A profit of \$1,341.51 [or 618.99?] was realized on the Nashville meeting.
 - B. For the Santa Barbara meeting in August the registration fee is to be included with the designated travel agent's "land package." This should provide a better idea than direct registration of pre-registrants, and the local planning committee will not have to deal with registrants' checks. Those not using the travel package will use the registration form on the preliminary program. Refunds can still be obtained. Weichlein conveyed a request from the program chairman that an appropriation of \$200 be made for half the transportation of a speaker. There was discussion about the fact that expenses of this nature are supposed to be included in the convention budget. It was moved by Steuermann, with second by Silver, that the expenditure be approved. Motion carried with two abstentions. We will have to staff the MLA booth (exhibit fee: \$100) at the IMS meeting in Berkeley. Steuermann offered to try to recruit members of the Northern California chapter.
 - C. Boston, February 26-March 4, 1978. Weichlein said he needed better communication with the planning committee.
 - D. Winter, 1979. We have been unable to come to an agreement about rates with a hotel in New Orleans. The meeting would take place during the Mardi Gras season. Weichlein proposed that we choose another site. Denver and Houston were suggested and will be investigated.
 - E. Winter, 1990. Possibly Washington, D.C. Denver was also suggested.⁸

VI. Members-at-large reports.

A

- A. Maria Calderisi has agreed to represent MLS at the IFLA meeting in Brussels in September. Keller moved, with second by Steuermann, that Calderisi be named our voting delegate to IFLA and that Jane Franck be thanked for her service in that capacity up to this time. Motion carried. Calderisi distributed an organizational chart of IFLA which she had prepared. (See also VIII.B.2.)
- B. Michael Keller.
 1. MLA prizes. A selection committee for recipients has been chosen (Vincent Duckles, Donald Krummel, Donald Thompson) Keller) and if all accept, a chairman will be named. 110 announcements of the awards have been sent and 50 more will follow.
 2. The Kresge foundation is not interested in underwriting the cost of reorganizing our financial structure. Reports of other financial projects are postponed to the Santa Barbara meeting.
- C. Don Roberts.
 1. A question has arisen with regard to the nomination of chapter officers in a situation where the possibility exists that all those elected (two persons) might be from the same institution. Board members felt that they should not interfere, and that if chapter members objected, the problem could be resolved internally.
 2. Should MLA maintain a current file surveying salaries, including payment for certain positions, years of experience, geographical location? It was suggested this might be a project for the administration committee (see also IX.H.). Roberts offered to set up such a file at no cost to the Association.

VII. Past-President's report. Clara Steuermann.

A letter from a member has asked whether one may join a chapter other than the one officially designated for his geographical area. After some discussion, it was moved by Steuermann, with second by Solow, that members may choose the chapter(s) to which they wish to belong. Motion carried.

VIII. President's report. Dena Epstein.

- A. Administrative changes
 1. Nominating committee. There was discussion of when the slate ought to be presented to the Board. Should it not be wholly acceptable, there would be no opportunity for the Board to convene to consider changes, since the slate is received at the last Board meeting before an election.
 2. Education committee. Epstein has been unable to find a good chairperson who is able to serve right away. She will approach her preferred candidate once more, but in the event that that person will not be available within about six months, Epstein asked the Board to suggest some others.
 3. Open forum. Pauline Shaw has asked to be relieved of the chair. Epstein has asked Carol Mekkawi to take that office. (See also IX.C.)

4. Placement Service. Barbara Henry will replace Carolyn Hunter as director within a couple of weeks. Whether we should reprint in the Job List advertisements for jobs which are not sent to us directly was discussed as was the problem of our not being notified by employers when jobs they have announced have been filled.
 5. William Lichtenwanger will replace Edward Waters as our representative to the Universal Serials and Book Exchange.
 6. Joint Committee on the Union List of Serials. Automation of serials records is now under discussion. Garrett Bowles recommends we continue to participate although he is no longer able to serve as our representative, for they are well financed, they are preparing to publish a union list of art journals, and they are not affiliated with ALA, so that each member has an equal voice. Epstein invited suggestions for Bowles' replacement.
 7. An MLA 50th anniversary committee has been formed: Jean Geil, Keller, and Jack Ralston, chair.
 8. A publications council of the Association has been established. Its members are the editors of the various publications, the advertising manager of Notes, the executive secretary and, as chairperson, the chairperson of the publications committee.
 - [9. Ms. Dana Hull has been appointed ^{administrative} officer of the Association and will conduct all activities of the business office in Ann Arbor.]
- B. Relationships with other organizations.
1. ALA. The president has had correspondence with Robert Wedgeworth, executive director; Donald E. Steward, associate executive director for publishing; Rosemary Henderson Keller, chairwoman of the ACRL audiovisual committee; Karen Horny, chairperson of the RTSD council of regional groups; and Helen W. Tuttle, chairperson of the committee on future ALA structure. There now seems to be the possibility of productive contacts between ALA and MLA.
 2. IFLA. Notice of Board action taken at the Nashville meeting on proposals conveyed on November 22, 1976 by Frank McKenna was sent to McKenna. Richard Dougherty was selected U.S. nominee for IFLA's executive board. At the Special Libraries Division program on September 8 at IFLA's Brussels meeting, Steuermann will deliver a paper on music libraries. She asked members of the Board to inform her of any experience they may have had with European libraries. Epstein said she would ask in the Newsletter that any MLA members going to Brussels let her know of their plans.
 3. NASM--music list being prepared by a joint MLA/NASM committee. Certain sections still have not been received for editing. Epstein will ask for a progress report in time for the Santa Barbara meeting and a draft in time for the Boston meeting. It was suggested that, in view of the length of time the committee has been working, she ask for a complete draft and for a final report for Santa Barbara; and if that is not possible that she ask them to submit what they have.
 4. RILM. In response to a letter from the president, Barry Brook stated that MLA's gift of \$500 in 1976 was used to supplement a staff member's salary.
 5. RISM. The new edition of Vol. 1 of the Directory of

Research Libraries will incorporate information gathered by Paula Morgan for the Contemporary American Composers Project.

6. CNLA. It was moved by Ochs, with second by Keller, that we ask our representatives to inform us whether they think our participation in this organization is worthwhile.
7. MPA. There was dissatisfaction among members of MPA who were at the Nashville meeting with the presentation about a music-in-print which was made at the open forum.
8. SLA. Emanuel reported on the visit to Ann Arbor March 11 of Tom Carlton, SLA's accountant, including his responses to questions posed during the Nashville Board meeting. With reference to the storage of our publications inventory, Mr. Carlton saw no problem with SLA's having sufficient room. He suggested, however, that it would be preferable to photocopy on demand issues of the Newsletter older than two years than to store them in duplicate. As for the substitution of things we would like to see in the "basic package" for things presently part of it which we do not need, SLA could consider including our quarterly financial reports and providing us with monthly membership lists. SLA's insurance covers everything on the premises. Our property would be included at no charge until their present policy expires in two years. Their publications are insured for their sale price. Emanuel was asked how many of the five functions of the Ann Arbor office enumerated by Weichlein earlier in the meeting (see above, IV.A. paragraph 2) are covered by phase I of the proposed affiliation. Emanuel responded that Notes is not specifically included, and that a more complete response is provided in her memo of January 26, 1977, commenting on Phase I. As for the mailing of our new publications, we have no official reply about that from SLA yet, although they want to charge us according to the price of the publication. We can ask SLA to bill and, where necessary, rebill for these or arrange for billing to be done by the U.S. and foreign dealers of our choice.

There was discussion of what Board members feel they still need to find out before each is able to come to a personal decision. A poll was taken to ascertain who already has a conclusive attitude, positive or negative, about the proposed arrangement with SLA: positive, five; negative 3; abstain, 1. A partial comparison of the cost to us of each office was made:

Ann Arbor, 1976.	About \$14,000 including rent, phone, personnel, and membership costs (e.g., sending bills)
SLA.	Projected cost \$4,900 Phone \$1,000

The need to know our non-SLA expenses in New York was noted (see Nashville Board minutes, p. 8, J.3). The following items of information were requested by Board members:

1. The role of our executive secretary vis-à-vis SLA.
2. The role of our executive secretary in New York otherwise.
3. Is McKenna willing to report to our executive secretary and provide him or her with a desk, phone, receipt of mail, and generally to accept his part-time but regular presence? (Apparently Frank McKenna

is not too keen on this officer's having a desk in the SLA office.)

4. Who will the executive secretary be? Someone with another part-time or full-time job? Someone who already lives there or who would move there? Some felt it would have to be an individual who could get release time from another job, and preferably a music librarian.
5. Let us set a date by which time the Board must reach a decision.

It was moved by Ochs, with second by Solow, that any decision we make today (note: discussion held on both days of this Board meeting) be based on not fewer than six affirmative votes. Discussion: Last evening the majority of the Board tended to favor affiliation with SLA. Epstein said she can undertake further negotiations without a commitment on our part. The motion was carried, 5 in favor, 2 opposed, 1 abstention. Epstein noted that if the Board should decide against further negotiations, that means the question of moving our office to SLA's is dead. Ochs moved, with second by Roberts, that the Board approve in principal contractual association with SLA as it has been discussed and that the president be directed to proceed with all deliberate speed in further negotiations. Discussion: The details of this association are still to be worked out. If this cannot be done, we still can decide against it. Meanwhile, negotiations can continue. The motion was carried, 6 in favor, 3 against.

The sequence of events now requires that we obtain an extension of our lease, as we could not move before the Boston meeting. Questions to ask McKenna were raised: What is SLA's position with regard to individual sales of our publications? What would SLA charge to produce the copies of our mailing lists we would sell? How would our administrative relationship with SLA--e.g., our person in New York, his or her desk in the SLA office, etc.--work?

Upon Weichlein's departure from the Board meeting during the discussion, Ochs moved, with second by Solow, that the Board reconsider the previous motion in view of Weichlein's uninvited presence. The motion died after a vote of 4 in favor and 4 against.

The president asked members of the Board to communicate to her any points they wished her to bring up in further negotiations with McKenna. Solow asked if we should have a contingency plan in the event the final vote is against moving to SLA's office. With reference to the Ann Arbor office, Epstein noted that, as the Board had earlier been notified by phone, owing to the fact that an administrative officer had been engaged later than had been anticipated, with the result that Ms. Hull had not begun work until early April, she had asked Weichlein to continue through April his assistance in the office. Keller moved, with second by Roberts, that the Board authorize the appointment of Weichlein retroactively for the month of April, 1977, at the agreed honorarium of \$200 a month. Motion carried. Calderisi moved, with second by Ochs, that we appoint Weichlein executive secretary until we decide in

favor of SLA or make another choice. Both participants in the motion agreed to the amendment, moved by Roberts with second by Ochs, that the period of appointment last until the conclusion of next winter's meeting in Boston. Motion carried, 6 in favor, 2 against. Keller moved, with second by Ochs, that the \$300 approved for an automatic telephone answering device be given instead to Weichlein for other equipment the office needs (see IV.A.4). Motion carried, 5 in favor, 3 against.

- C. Library of Congress. Board members received copies of a letter of February 16 which Epstein sent to Daniel Boorstin, in which the unfortunate delay in appointing a Chief of the Music Division was noted and general qualifications of an incumbent were described. She also reported receiving a phone call from the head of the search committee. The presidents of AMS and CMS also wrote to Boorstin.
- D. Grove's Dictionary, 6th Edition. Stanley Sadie, editor, will be in Santa Barbara at the Open Forum.
- E. Richard Jackson asked permission, which was given by the president, to sell at \$1.00 each the remaining copies of the Bicentennial Booklist published by the Institute for Studies in American Music at Brooklyn College and distributed at the Nashville meeting. Permission was needed because MLA's name appears on the publication.

IX. Committees and projects.

- A. Audio-visual and microforms committee. At the suggestion of the president, Jane Franck sent an original glossary of library terms related to audio-visual media to chairman Arne Arneson. Arneson hopes to have published by MLA an index to equipment reviews.
- B. Copyright. Carolyn Hunter has been asked by the Copyright Office to gather the information on signs displayed on photocopiers in libraries. Susan Sommer has sent a letter to Barbara Ringer, Register of Copyrights, asking that the wording on the warning to individuals contained on forms requesting photocopies of music include that the restriction on copying refers to the use of copies for "public performance."
- C. Public Librarians Interest Group. Because of the difficulties public librarians have obtaining travel subsidies, it may be difficult to find a chairperson for this group. Cheryl Osborne would have liked to accept the position but had to refuse because of the distance between Victoria, B.C. and Santa Barbara. If it was suggested that after Carol Mekkawi's leadership of the group in Santa Barbara the chair rotate among librarians in the local area of our national meetings.
- D. Publications.
 - 1. Earlier American Music (Da Capo). Wiley Hitchcock, editor, says that someone else is editing a volume and he would like her to have what would otherwise be his share of the royalties as well as two of the three free copies. *Agreed.*
 - 2. Directory of Music Librarians in the United States and Canada. Silver expressed the desire for a revision which fills our needs better. Solow said that the publications committee should have much more input than it had for the preliminary edition. She raised the question of who has

control over assuring the quality of the publication of a committee project. In the case of the Directory, the membership committee is an author who should negotiate with the publications committee. Budgets, too, for such projects should go to the proper committee. If the project is rejected, there could be recourse to a reconsideration by means of submitting the request directly to the Board. It was also suggested that before questionnaires under the aegis of any MLA committee may be sent to members of the Association, the questionnaire be approved by the Board. Solow asked to formulate a policy for committee publications for presentation at the next Board meeting.

- E. Publicity: Epstein stated that no committee has been appointed. There was a general feeling among Board members that since a program had been designed by Susan Sonnet, Fenske, and Ralston, it could be implemented in the executive office. The president said she had approached Vern Frudd about doing publicity and that he is interested. He would work with Hull.
- F. An article about the Nashville meeting appeared in Library Journal. Mention of it will be made in the Newsletter.
- G. NEH project. In a preliminary report from Lenore Coral on her planning conference of April 18, she noted three issues to be resolved, 1) which computer system would be the best, 2) to what degree the first phase of the project needs to be defined to convince NEH of the project's viability, and 3) cost. The list of conferees was read.
- H. Administration committee. Solow reported that the committee is bogged down in the guidelines for collecting statistics. How they might extricate themselves was discussed. The president will ask for a report for the Santa Barbara meeting indicating what the committee has done, including whether the file about new building projects has been maintained, and what plans for the future they have. Guidelines for dealing with donors and aspects of tax law and Roberts' suggestion for a salary survey were proposed as projects for the committee. Solow wants to resign from the committee.
- I. Dues for retired persons. Although the new dues structure has been rescinded, a commitment to lower dues has been made in writing to about three members. There was discussion among Board members about whether "retired persons" designated a dues rate or a membership category. If the latter, it would appear a Constitutional amendment would be necessary, as all other membership categories are specified. It was decided, however, that "retired persons" are simply regular members who would be paying lower than regular dues. Ochs moved, with second by Keller, that as of September 1977 regular membership for persons who have retired and who have been members for the five years immediately prior to their retirement be at a reduced rate. Motion carried. Ochs moved, with second by Silver, that the dues rate for these regular retired members be \$8.50. The amount was amended by Keller, with second by Ochs, to \$12.00. Motion carried, 6 in favor, 2 abstentions.

X. Notes editor search committee.

Walter Gerboth, chairman, had informed Epstein that the Committee, although close to a decision, was not yet ready to present its report. The Board will have to be polled by phone after the Board meeting. Other members of the committee are Solow and Harold Samuel.

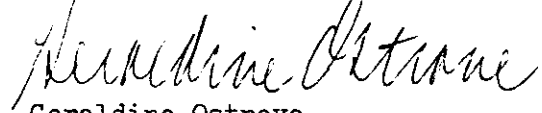
XI. The fall Board meeting will be held November 11-12 in Evanston.

XII. New business.

Solow requested that, pending further discussion, Board meeting minutes be sent to the chairman of the publications committee and the editor of the Newsletter.

The meeting was adjourned.

Respectfully submitted,



Geraldine Ostrove
Recording secretary