

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors
Goleta, California

August 16-17, 18, 1977

Tuesday, August 16: 8:20-10:30 p.m.; Wednesday, August 17: 9:05 a.m.-12:05 p.m.,
2:00-5:55 p.m., 8:10-9:55 p.m.; Thursday, August 18: 8:30-11:00 p.m.

Present: Maria Calderisi, Shirley Emanuel, Michael Keller, Michael Ochs, Geraldine Ostrove, Don Roberts, Martin Silver, Linda Solow, Clara Steuermann, William Weichlein; for IX.C.2, Garrett Bowles; for X.D, Brenda Goldman; for X.H, Harold Diamond, Morris Martin, John Tanno; for XI, James Pruett; for XII, Sandra Benet, Lenore Coral, Harold Diamond, Thelma Diercks, John Gibbs, Reina Hart, Don Hixon, Morris Martin, Cheryl Osborn, Diane Ota, Robert Parks, Marlene Wong; members of the Association. Dena Epstein presiding.

I. Memo from Martin Silver

A memo of July 8 from Silver (see Appendix) was put in the form of a motion by him, with second by Keller. Comments: a unanimous vote has not been required for other business transacted; excepting the seven-hour-per-day maximum proposed, the Board has rarely met beyond the times specified in the motion; our business has increased, requiring quite a bit of time, so we would probably have to meet for a greater number of days if we observed the daily time limit suggested; the amount of Board debate is expanding to fill the time scheduled for meetings. Ochs moved, with second by Roberts, to table the motion. Carried, 6 in favor, 2 opposed. Roberts moved, with second by Steuermann, that the Board try to observe Silver's guidelines as closely as possible. Motion carried.

II. Recording secretary's report.

The minutes of the previous meeting in Ann Arbor were approved with the following corrections:

p. 2, l. 9	change "Chicago" to: Detroit
IV.A.3, l. 4	change "serve as" to: Serve to check against
p. 4, V.D, l. 3	change "Mardi Gras" to: tourist
E.	change "1990" to: 1980. Delete "possibly" and final sentence
p. 5, VI. A, l. 1	change "MLS" to: MLA
B, l. 2-3	close parentheses after "Thompson"; delete "Keller"
p. 6, [9], l. 1	change "appointed officer" to: appointed administrative officer
B.1, l. 2	change "Steward" to: Stewart
p. 8 ... 5, par. 3 following l. 4	delete "uninvited"
p. 9, IX.D.1	add at end: Approved
p. 11	substitute revised p. 11

III. Treasurer's report. Shirley Emanuel

Emanuel had mailed the half-year budget comparison and her second quarter financial report to Board members. On August 12, 1977 our checkbook balance was \$6,661. Summarizing our present financial situation, she observed that we shall probably have a deficit this year as both the cost of printing Notes and postage have gone up. Thus, we should not allocate additional funds unless absolutely necessary, being careful to avoid a shortage next spring.

IV. Executive secretary's report. William Weichlein

Weichlein distributed the following documents: the growth index and a status report including totals in all classes of members and subscribers, totals of standing orders and subscriptions to publications other than Notes, and a list of deposits made during the second quarter, 1977 from Notes advertising and all publications. He reported that activities in the Ann Arbor office are now on schedule. A new half-time clerical employee, Donna Roberts, is doing excellent work. A new typewriter has been purchased. The 1977 Membership List is being received by members, there having been a delay in its delivery to some areas of the country owing to the bulk-mailing procedures. It is not known why the List excludes subscribers this time, nor why the Constitution and By-Laws were omitted, even though the Board had voted that the text be included. Weichlein suggested that the administrative structure be added as well. He urged that changes of address be sent in promptly as processing these changes takes some time. The total paid circulation for Notes is 3,509, a slight drop within the past year but nevertheless representative of a trend upward. Since the end of April around \$4,000 has been collected from a long delayed billing of vol. 33 and \$1,000 has been paid from vol. 32. The Otto Haas account, now settled, brought in \$1,680 and other long overdue foreign payments were also received. Keller moved, with second by Solow, that the Ann Arbor office be directed to include in the annual printing of the Membership List the Board, the administrative structure, a roster of members and subscribers, and, at the end, the Constitution and By-Laws. Motion carried. The List is also to be added to the calendar.

The publications council is scheduled to discuss a planned publications schedule, which would help a great deal in planning the budget (see also X.H.2). A set of mailing labels for New England members has been sent gratis to ACRL because such a list was promised a long time ago. The cost to us is about \$50.00 per list. The list of deposits calls attention to the great amount of work in processing orders for our publications.

After noting that our brochures need revision and reprinting, Weichlein invited those with questions to see him at any time during the meeting.

V. Convention coordinator's report. William Weichlein

A. Weichlein distributed a list of future meetings:

- 1978, Feb. 26-Mar. 4. Boston, Copley Plaza Hotel. Hosts: Boston Area Music Librarians; local arrangements: Mary Lou Little (since changed; coordinator: Geraldine Ostrove)
- 1979, Feb. 5-10. New Orleans, Fontainebleau Motor Hotel. Host: Tulane University; local arrangements: Liselotte Andersson.
- 1980, Feb. 11-16. Washington, D. C., hotel to be selected. Host: Music Division, Library of Congress; local arrangements: Elizabeth Ahmon.
- 1981, Feb. 9-14. New Haven, hotel to be selected. Host: Yale University.
- 1982, Feb. 8-13. San Antonio, St. Anthony Hotel (all tentative). Host: Texas MLA chapter. An invitation has been extended. There was some discussion about this site. The president will write asking for more information.

B. Santa Barbara. Weichlein apologized for the difficulties surrounding the Association's relationship with the travel agency, explaining that the agency kept raising the prices for the land package and would not give us a breakdown of its prices. The second meeting notice, sent after we dissociated ourselves from the agent, justified its cost, as a large percentage of the 137 registrants responded as a result. He thanked Stephen Fry, program chairman, for his extraordinary efforts, and Susan Sonnet and Martin Silver for their excellent work, particularly in view of the complications.

C. Boston. Weichlein noted the organizers' lack of communication with him.

D. IMS, Berkeley. Our exhibit was mailed early enough to arrive on time. The Northern California chapter will set it up and monitor it.

Pauline Shaw Bayne has sent Weichlein the convention questionnaire file.

VI. Fiscal officer's report. Michael Ochs

The annual meeting of the finance committee will be on October 28-29. Board members will have about a week before their November meeting to review the proposed budget. The committee will also discuss the dues schedule and convention budgeting.

VII. Members'-at-large reports

A. Maria Calderisi. IFLA

Calderisi will attend the Brussels meeting in September as our official delegate, although other MLA members will also be there. It is not yet known if the Americans present will caucus. It appears that attendance at sessions will be open to all who are interested. However, for a country to qualify for unlimited registration for sections its total dues must meet the minimum set by the Federation. No country can pay more than 12% of the combined national contribution for institutions. Institution and association dues can be combined for purposes of calculating the official total received from a country. Our assessment for next year is not yet known. The treasurer asked that she be informed as soon as possible so that the amount can be put in the budget. Calderisi asked if MLA should try to have an exhibit at the meeting. It was suggested she bring several of our publications.

CRL has given IFLA a grant of \$150,000 for continued work on international bibliographical control.

B. Michael Keller

1. Fund raising. Keller presented a proposal for a campaign, including procedures, budget, calendar, instructions for chapters, and sample letters of solicitation. He suggested we aim for an endowment of \$86,000-\$90,000. After some discussion it was suggested he consult with the 50th anniversary committee and Weichlein. Emanuel urged that a more detailed budget be prepared, especially with regard to chapter participation. Keller said he had spoken to Jack Ralston, who indicated the 50th anniversary committee will not make any plans until they know what funds will be available. It was moved by Ochs, with second by Solow, that the Board approve Keller's fund raising proposal in principal and that a committee be appointed to report to the Board in November, using his proposal as a point of departure. Motion carried.
2. MLA prize awards (see also XIV.C). Three nominations have been received by Keller, two of which must be disqualified because of the imprint date of the publications recommended. He is also receiving proof copy for the announcement of the awards from journals from all over the world.

VIII. Past president's report. Clara Steuermann. Meeting with chapter representatives

Copies of the administrative structure were distributed to the representatives. Weichlein announced that mailing labels were on their way to chapters. Addresses of new members and changes of address can now be easily routed to chapters by means of sending a copy from the NCR form the Ann Arbor office uses for members' addresses. The Membership List was mailed August 15.

Coral announced that by the Midwest chapter's fall meeting Elizabeth Olmsted will have completed a history of the chapter which will be distributed to its members. She then asked if the chapter's archives should be sent to Jane Franck.

Ota also asked what to do with three boxes of chapter papers which are at present being transferred from president to president. Steuermann explained that although the Association's archives have been deposited at the Library of

Congress, no sorting or indexing has yet been done, nor is the Music Division able at present to respond to requests for use of the archives. She suggested chapters not send things in for the time being.

The subject of the amount of dues each chapter charges was introduced. Hart proposed this information be collected and made available.

Several representatives described plans in progress and completed for the coming year's meetings.

Keller described the development campaign he had designed and submitted to the Board for discussion. Having as its objective the establishment of an endowment fund whose income would be used for professional activities and projects (and not for administrative operations), the campaign would include participation by chapters to assist in the solicitation of gifts. The Association's fiftieth anniversary is in 1981. This occasion would coincide with the conclusion of the campaign and, assuming we were to begin after the meeting in Boston in winter of 1978, we would have three years to achieve our goal.

IX. President's report. Dena Epstein

A. Harold Spivacke, retired Chief of the Music Division of the Library of Congress and long-time member of the Association, died in early May. The president sent a letter of condolence to Rose Marie Spivacke shortly thereafter.

B. Administrative structure. Roberts moved, with second by Calderisi, to approve the changes made by Epstein and announced to the Board by mail. Motion carried.

C. Other organizations

1. ALA

- a. Epstein had mailed to the Board a lengthy report of the national meeting in Detroit in June. She noted that our having been invited to participate in the work of some of their groups (audio-visual committees of the Public Library Association and the Association of College and Research Libraries) and to maintain representation in others represents a new departure. With reference to the ACRL A-V committee, the subject of Choice's expected new policy of reviewing non-book materials led the committee to urge that Epstein suggest an author for an article on sound recordings in the humanities. She asked the Board for names and several were mentioned. Keller proposed that we send a list rather than one name and encourage that one or all be chosen. To assist the Public Library Association A-V committee Epstein has put them in touch with our Public Librarians Interest Group.
- b. Anglo-American Coderevision business. A letter from the president to committee chairman John Byrum, of which LC eventually received a copy, set forth reasons why some of the proposed rules for music are ill-advised. Before the letter could be written permission had to be obtained to see the draft, much of the text of the present rules had to be reviewed in the light of it, and examples illustrating her arguments had to be chosen. As a result of the letter, in the first vote of the joint steering committee about rules for music Epstein's objections were sustained by the extraordinary result of 3 in favor, 1 abstention (Byrum; the strongest "affirmative" vote he could have cast) and 1 opposed. Thus, music will be allowed its own rules for uniform titles. A resolution of thanks was offered to Epstein by the Board.
- c. The feasibility of MLA's providing its Basic Lists for distribution by ALA will be discussed with one of ALA's senior editors. International distribution might eventually be considered. Keller moved, with second by Steuermann, that this subject continue to be pursued.
- d. Epstein wrote the article on MLA in the current ALA Yearbook.

2. IFLA. ISBD(NEM). A response was finally received in the spring to Garrett Bowles' letter to C. P. Ravilius in which objections to the proposed rules for sound recordings were expressed. In Ravilius's opinion the substantive issues are settled. However, he advised Bowles that if he considers sound recordings different from other non-book materials he should try to gather support for a separate code. Bowles said our chances for success depend on IFLA, on our coordination with IAML, which is very important, and also on ARSC and IASA. But IASA did not appear very interested when approached last summer.
3. The Music Bibliography Group (UK) has sent an invitation to those who may be on their way to Mainz for the IAML meeting in September to join their meeting just prior to IAML's. The discussion will be about MARC.
4. CNLA. Copies of Melva Peterson's report were distributed. There is strong feeling that, while ALA has acted for the profession, ALA does not really represent it. At the same time, it is recognized that CNLA's internal structure needs reorganizing so the Council can be more effective. All the affiliates are upset, one reason being dissatisfaction with the plans for the White House Conference. Peterson recommended that, for the time being, we continue our membership in CNLA. So moved by Solow, with second by Calderisi. Motion carried.
5. SLA. In a letter of August 2 to Epstein, Frank McKenna indicated, in response to questions initiated by the Board, that it would not be possible for an MLA representative to have either a desk in the SLA office or to act in a supervisory capacity with regard to MLA activities performed by SLA. In effect, the subject of our utilizing SLA's office now seems to be closed, although there may be a possibility of reopening it in an informal way. Although we no longer have a situation of extreme precariousness in the Ann Arbor office as we did before last winter's meeting in Nashville, and therefore need not reach a decision about what to do next quickly, Weichlein suggested that the office should be moved elsewhere. Keller moved that 1) we authorize Steuermann to discuss with McKenna the notion of an MLA presence in the SLA office and other related issues, and 2) that a committee appointed by the Board and including Board members be formulated to investigate alternative locations for our business office, and that they report to the Board at the Evanston and Boston meetings (November, February). This committee is also to consider multi-association management firms and other multi-association offices. Second by Solow. Item 1) of the motion carried, 7 in favor, 1 opposed. Item 2) carried unanimously. It was suggested that one of the subjects Steuermann discuss with McKenna be whether SLA would still reorganize our books and, if so, what they would charge.
6. MENC. Vito Mason (American Univ.) called Epstein to investigate the possibility of our preparing a basic list of books in music education.
7. White House Conference. Ostrove reported that she had not yet written to any of the individuals involved in planning the conference. The issue to discuss is that plans do not allow either for the participation of organizations such as MLA or, as a result, for representation of their clientele.
8. Joint Committee on the Union List of Serials. Dana Hull acted as our ad hoc representative to this committee at the ALA meeting. Epstein invited suggestions for a permanent representative.

X. Committees and projects

- A. Administration committee. A letter from chairman Robert Johnson to the president stated that, rather than needing guidelines for collecting statistics, libraries need statistical information, particularly about collections of their own size and type. He is in contact with ALA committees collecting

- statistics, and plans eventually to design a questionnaire to gather information from MLA members. A glossary is also being considered. Brenda Goldman reported that the committee plans to meet in Boston.
- B. The contributing libraries (to Music, Books on Music and Sound Recordings) might have a new coordinator. Garrett Bowles presently serves in that capacity.
- C. Education committee. No chairperson has been appointed yet.
- D. Membership committee. There is a problem of overlap between this committee's work and that being done in the area of publicity and advertising. Documents compiled by David Fenske and Jack Ralston concerning the latter activities were sent to Vern Frudd for his comment. Frudd asked where responsibility for mailing releases and other materials would lie. Weichlein said they could easily be mailed from the Ann Arbor office, where routine matters could be separated from situations requiring special attention. What news is of national and what of local interest could also be identified there. (See also X.H.1.)
- E. NASM. Music list. In response to a letter the Board requested Epstein to write, Katherine Holum indicated it would be impossible for her to complete a draft or a final report by the Santa Barbara meeting. Epstein noted that the joint MLA/NASM committee appointed to do this list is not in NASM's committee structure. She will check with their president, and perhaps with Michael Winesanker, about the omission. Without NASM's imprimatur the list will have lost its intended public, so whether we should do something else with the list must be considered.
- F. Nominating committee. Substantial progress has been made and the slate will be presented at the November Board meeting.
- G. Placement service. Barbara Henry has reported that things are running smoothly. About 160 are registered.
- H. Publications committee
1. Harold Diamond presented plans for advertising our publications. Their implementation will depend on the amount of money we wish to spend. He noted that, whereas the Basic Lists could be expected to do well among public librarians, the lists would have to be excluded from his proposals for the time being. Calderisi moved, with second by Steuermann, that we embark on Diamond's plan B, with our first ad appearing in Library Journal this year. By next fall (leading to fiscal 1979) the program could be evaluated. No vote was taken. Keller moved, with second by Steuermann, that we endorse Diamond's advertising program as presented. Motion carried.
 2. John Tanno presented a written report, noting that the publications by Dedel, Edwards, and, probably Williams, would be published this year. He added that the publications council's meeting would also be reported on in writing. At a later Board session he conveyed a brief summary of the council's deliberations: he will engage an artist to work on the design of all our publications, and there will be a planned publications schedule.
 3. Newsletter. Morris Martin announced that, with only half the year elapsed, two-thirds of the budget had been spent. We could publish two issues of 8 pages each instead of one each of 8 and 12, but we would still run over the budget by about \$200. After some discussion about the importance of the Newsletter it was moved by Ochs, with second by Calderisi, that Martin publish as scheduled the 12 and 8 page issues. Motion carried, 6 in favor, 2 opposed.
- I. Survey of Musical Instrument Collections. the CIMCIM Directory has been published. Epstein will write once more to its publisher Fritz Knuf and reiterate our suggestion that he offer our Survey as vol. 2.

XI. Notes

Members of the Board received from chairman Walter Gerboth the report of the search committee for a new editor. William McClellan was approved by the Board in a telephone poll. James Pruett stated that the transfer of editorship was virtually complete. A resolution of thanks was offered by the Board to Pruett for his tenure as editor. McClellan submitted to the president a request for \$150 for travel to Evanston for the fall Board meeting. Steuermann moved, with second by Ochs, that the Notes editor be given a discretionary fund in that amount. Motion carried, 7 in favor, 1 abstention. The issue of appointing the Notes editor (and our other editors, too) for a specified term was raised. No precedent for doing so could be found in the index to Board policies. Ochs moved, with second by Silver, that the Board ratify Epstein's invitation to McClellan to attend a portion of the fall Board meeting. Motion carried, 6 in favor, 1 opposed, 1 abstention. Keller will write to previous Notes editors asking their views on fixed terms in general. Ochs moved, with second by Steuermann, that the selection of McClellan as editor be ratified. Motion carried. A resolution of thanks was offered to the search committee.

XII. Future Board meetings

The fall meeting will be held in Evanston, Illinois on November 11-12.

XIII. New business

- A. The agenda for the business meeting was reviewed.
- B. Keller reported that after reading about the new MLA prizes the Greenwood Press asked if we would like to administer the selection of an award of \$500 which they would give for a manuscript they would publish. He is investigating the ramifications of our accepting.
- C. Handbook for Officers and Committee Chairpersons. A draft of the revised Handbook, a covering letter discussing decisions the Board would have to make, and a summary of Constitutional questions raised during the revision had been mailed to Board members by Solow. Solow moved, with second by Silver, that the following persons regularly be sent Board meeting minutes in addition to those who receive them now: chairperson of the publications council, Newsletter editor, chapter chairpersons; and that a summary of Board actions appear in the Newsletter. Motion carried. It was moved by Ochs, with second by Roberts, that a member-at-large be appointed to serve as parliamentarian. Motion carried. It was moved by Ochs, with second by Solow, that the Board agree in principal to MLA's supporting financially its representatives to meetings of professional organizations in which it has an interest. Motion carried. Some other suggested changes were discussed, revised, and approved without formal vote, and the remainder postponed until the fall Board meeting. Epstein will appoint a Constitutional revision committee.
- E. Arts and Education Bill, H. R. 1042. Congressman Fred Richmond's bill, which would allow an income tax check-off of \$1.00 was summarized by Keller. He moved, with second by Roberts, that we support the bill and that we send a copy of our new Membership List to Rep. Richmond's office.
- F. RIIM Abstracts. An offer of reduced individual subscription rates to vol. 1-5, with the cumulative index, was made to members of the AMS in recognition of the Society's donation. Epstein wrote to ask if MLA members would be treated similarly in view of our donation. Barry Brook responded in the affirmative. In all cases, the institution with which the member is affiliated must be a RIIM subscriber.
- G. The National Conservation Advisory Council is presently concerning itself with the deterioration of paper. A letter from the Council will be circulated to Board members.

The meeting was adjourned.

Respectfully submitted,

Geraldine Ostrove
Geraldine Ostrove

Recording secretary

APPENDIX

July 8, 1977

I.

TO: MLA Board

FROM: Martin Silver

SUBJECT: Various issues for Santa Barbara meeting

I have been thinking about the events of the Ann Arbor meeting and I would like to offer some suggestions for changes in our meeting procedures - some to be adopted for the Santa Barbara meeting and others to be discussed and acted upon in a manner felt to be most appropriate by the group.

1. I would like meetings to be shorter and to have scheduled break periods. I believe that no meeting should continue for over two hours without a scheduled rest period of at least 15 minutes and possibly 30 minutes. I would like to see no meetings continue after 10:00 PM in the evening or begin before 9:00 AM.
2. I would like meeting agenda's to be prioritized by the president in advance. I would like the first few minutes of the meeting set aside for any possible revisions in the agenda sequence.
3. I would like to be constantly receiving packets of information in the months between meetings so that I could study and make notes during my leisure. I think this would improve the quality of the meeting and speed discussion.
4. The appointment of the editor of Notes was badly handled. The Constitution says the Board shall appoint the editor of the official journal of the association, but I am afraid I don't know exactly what that means. What was the president's charge to the search committee? The board was in the dark about this. Establishing telephone polling procedures must be established. Was the presentation of a single name for the board's approval a possibly unconstitutional act? I am not sure but would like to see a section in the handbook devoted to guidelines for search committees. We need to discuss this at Santa Barbara.

MS:jb