

MUSIC LIBRARY ASSOCIATION

Minutes of the Meeting of the Board of Directors

Chicago, Illinois

September 30 - October 1, 1979

Sunday, September 30: 9:10 AM-6:55 PM; Monday, October 1: 8:40 AM-12:45 PM.

Present: Mary Ashe, Ann Basart, Shirley Emanuel, Dena J. Epstein, Brent H. Farber, Stephen M. Fry, George R. Hill, Kathryn P. Logan, Jon Newsom, William J. Weichlein. Gerald D. Gibson excused. Ruth T. Watanabe presiding.

I. Reports of officers.

A. Recording Secretary's report. George R. Hill.

1. Minutes of the Philadelphia board meeting. It was moved, seconded, and unanimously passed, that the minutes of the previous meeting in Philadelphia be approved with the following correction:
p. 3, section II.A.6, l. 2: change "hotel" to "registration"
2. Minutes of the New Orleans business meeting. Since no corrections were received from board members, the original of these minutes was given to Farber for duplication for the San Antonio meeting.
3. A draft of the annual report of the board to the membership will be sent to board members with the minutes of this meeting. Corrections and exceptions should be sent to the Recording Secretary by December 1, after which time the final version will be forwarded to the Philadelphia office for duplication for San Antonio.
4. It was agreed that the Philadelphia office should send to new board members promptly after their election copies of the following documents:
 - a. Board minutes for preceding two years
 - b. Handbook for officers and committee chairpersons
 - c. Index of board policies
 - d. Index of board minutes for preceding two years
 - e. Current budget for the Association
 - f. Financial report for the previous fiscal year
 - g. Current administrative and committee structure
 - h. Current address and telephone list, board and Notes editor
 - i. Association calendar

It was noted that several of these items will need updating before issuance.

B. Treasurer's report. Shirley P. Emanuel.

As of September 24, the bank balance at Central Penn was \$23,983.82; in Huron Valley, \$104.83. As of this date, total income is approximately 56% of 1979 expectations; on the same date in 1978, 84% of income had been received. The figure for 1978 was very high in comparison with previous years, and 1979 looks more nearly normal.

C. Administrative Secretary's report. Brent H. Farber.

The business office is now current, and Sarah Shiffert is the new person assigned to MLA. Farber has been working on collecting accounts receivable, chiefly from the sale of mailing lists of publications other than Notes. He

distributed to the board a summary of 56 bills still outstanding for a total due to the Association of \$1244.96, from the period 1977-May 1979. He also distributed current copies of the Growth Index, which as of October 1979 shows a membership of 1673, a subscription list of 1684, for a total of 3357.

The format of the new membership list was discussed briefly. After having had the experience of producing this list, Farber does not think that computerizing the records would be worthwhile at this time.

Discussion of appropriate mechanisms for making requests of the business office was held in conjunction with the report of a bill for \$400.52 for the duplication and mailing of questionnaires for the Music Library Administration Committee. It was observed that this expense was slightly higher than had been budgeted, and it was therefore moved, seconded, and unanimously passed that the board approve payment of this amount for this purpose. Discussion included the observation that double-sided reproduction of the questionnaire probably would have reduced the weight and thus the postage costs. It was agreed that appropriate channels for having committees making requests of the business office will have to be established to protect both Multiservice and the Association.

D. Convention Manager's report. William J. Weichlein.

San Antonio, February 25-March 1, 1980. Weichlein distributed a revised tentative schedule of the San Antonio meetings, and summarized the proposed titles for sessions: Musica Chicana, musical jingles (the Dallas-Fort Worth area has a number of firms specializing in this field), music publishing in Texas, Texas folk music films, a performance of a Mariachi Mass, and a tour of the San Antonio missions. Plans are not yet far enough advanced to have a budget prepared, and the preliminary program is due by 1 November. Local arrangements are moving along well, and negotiations with El Tropicano Hotel are proceeding satisfactorily. There will be a meeting of the Texas Chapter early in October, and it is hoped that plans will develop at that time. The OCLC Music Users Group has made its own arrangements with the hotel for meetings on February 25, with their own room block and contracts. It was the sense of the board that OCLC members should be permitted to attend MLA meetings on February 26 at no charge.

Kathryn Logan reported on plans for the AACR-2 workshop. Participants include Ben Tucker, Katherine Skrobella, Garrett H. Bowles, and Fred Bindman. A member of the Education Committee will chair the general session, and it is thought that the discussion groups should be limited to approximately 20 persons each. It was moved, seconded, and unanimously passed, that the board authorize reimbursement to Ben Tucker of full expenses, even if they exceed rates established by the Library of Congress or the Music Library Association.

New Haven, February 10-14, 1981. [See VI.A.]

Los Angeles, February 1982. Stephen Fry, local arrangements chair, will form a committee consisting of the current board of the Southern California Chapter. He will also assist the President in arranging for a program chair.

1983. It was noted that there has been no formal invitation for the Association to hold its national meetings in 1983, and that the board would be glad to receive invitations. Donald Leavitt will issue an invitation to the International Association of Music Libraries to hold its congress in Washington, DC, in the summer of 1983. It was thought that MLA might plan a board meeting in Washington at that time, and perhaps MLA could present one of the IAML sessions.

E. Past President's report. Dena J. Epstein.

Epstein reported on her recent and projected contacts with chapters: on October 13, she will chair a session on special collections at the Midwest Chapter in Milwaukee; on October 10, she will report on the AACR-2 workshop in Dallas to the Chesapeake Chapter; and on October 16, she will speak on

research in connection with black music before the Southeast Chapter in Chapel Hill. She reported inquiries on procedural matters from the Greater New York and New England Chapters. It was agreed among the board that chapters may continue to request two sets of mailing labels per year without charge from the national organization; additional sets will be supplied at cost. Requests should be sent to William J. Weichlein, and three weeks' notice is necessary for processing.

Reports on the AACR-2 Preconference by Epstein, Robert Skinner, and Judy Wiedow had been sent to the Board, the Education Committee, and the Cataloguing Committee. Epstein had also sent a written report on the ALA meetings in Dallas to the Board, covering a meeting on the matter of the IFLA dues increase [see also III.A], the PLA-Audio Visual Committee, contacts with ARLIS/NA, and sessions of the ALA Legislation Committee concerned with the five-year review of the copyright law and a resolution on literary, musical, and artistic donations to libraries.

Donna Mendro has been appointed to the PLA Audio-Visual Committee. In the future, Epstein will attend meetings of this group only as a deputy to the committee on the request of Mendro. Epstein hopes that in the future other MLA members will move into active roles in ALA, and that she will then be called upon to serve only as a coordinator to insure that MLA is represented at all ALA meetings of interest to the Association. Epstein would very much like to hear from MLA members who will be attending ALA in New York. It was suggested that a boxed notice inviting members to communicate with Epstein be included in the next issue of the Newsletter.

Epstein reported on contacts with Ben Tucker at ALA in Dallas, and on his invitation to discuss matters of mutual interest the next time she is in Washington. With the approval of Judith Kaufman, now chair of the Cataloguing and Classification Committee, she will visit him in October.

F. President's report. Ruth T. Watanabe. [Incorporated in discussions below.]

II. Reports of Committees.

A. Finance.

The final budget for Fiscal Year 1980, reproduced as Appendix I to these minutes, reflects the report of the Finance Committee and the following board actions:

It was moved, seconded, and unanimously passed, that the report of the Finance Committee be accepted as presented.

It was moved, seconded, and unanimously passed, that the Association sell its mailing list on labels, and that the charge be \$170 for a list of members, \$170 for a list of subscribers, and \$330 for a combined list so prepared.

It was moved, seconded, and unanimously passed, that rates for the 1980-81 membership year (volume 37 of Notes) be as follows: (1) Memberships. Institutional domestic direct, \$31; institutional foreign direct, \$35; institutional Canadian direct, \$32; individual domestic direct, \$24; individual foreign direct, \$30; individual Canadian direct, \$25; student, \$12; retired, \$12. (2) Subscriptions. Institutional domestic direct, \$31; institutional foreign direct, \$35; institutional Canadian direct, \$32; individual domestic direct, \$21; individual foreign direct, \$24; individual Canadian direct, \$22. Single copies of Notes: \$8.50 domestic, \$9.50 foreign. Agency discounts: 15%. All rates are quoted in US dollars.

It was moved, seconded, and unanimously passed, that travel funds be budgeted at \$10400 for board meetings, \$500 for general non-board travel, \$400 for the Finance Committee, \$25 for the CNLIA Representative, and \$650 for the Executive Committee to visit the management firm in Philadelphia; \$500 for the IFLA representative.

It was moved, seconded, and unanimously passed, that the Technical Reports be budgeted at \$150 for miscellaneous expenses and \$200 for new publications, a total of \$350.

It was moved, seconded, and unanimously passed, that the proposed budget for the fiscal year 1980 be approved.

In response to an inquiry from Frederick D. Geissler, attention was called to board action allowing reimbursement of up to \$150 of his expenses [cf. board minutes, June 1-2, 1979, section VI.C.2] and to board policy [cf. board minutes, April 2-3, 1971, section VI.C.2, which states that "The Program Committee may include in its preliminary budget amounts requested for expenses for outstanding participants who would be unable to participate without some reimbursement." and section VI.C.1, which states that "The Local Arrangements and Program Chairman are required to submit a detailed tentative budget to the Board of Directors for approval."] The board took no further action, since the request had not been made in advance through the proper officers.

A₁. Cataloguing and Classification.

Judith L. Kaufman has been appointed new chair of the committee.

Donald Seibert attended a meeting of the CNLIA Joint Committee on Specialized Cataloguing [formerly the Joint Committee on AACR-2] in Washington, DC, September 13-14. A copy of his report of September 17 to Watanabe had been circulated to the board. It was moved, seconded, and passed (6 affirmative, 1 negative, 0 abstentions) that the Treasurer be authorized to reimburse Seibert \$103 for travel expenses incurred in attending this meeting.

B. Automation.

The President circulated to the board copies of a letter from Garrett Bowles, chair of the committee. The letter concerned future committee activity and included a proposal for restructuring and possible relationships to other groups like the OCLC Music Users Group.

C. Education. [See also I.D. above.]

Kathryn Logan reported that the questionnaire approved with revisions by the board in June [minutes, II.D] has been sent to library schools. Jeanette Drone of Memphis State University has joined the committee.

D. Publications.

A letter from Ruth Henderson to the President dated August 25 was circulated to the board. Henderson seeks to resign as editor of the Music Cataloguing Bulletin, and has made proposals for a second five-year cumulative index to be issued after the completion of volume 10. The President will seek a replacement for Henderson. It was the sense of the board that the proposals for the index should be submitted to Linda Solow, Chair of the Publications Council.

E. Nominating.

Clara H. Steuermann, chair, submitted the following names of members to stand for election: Vice President/President-Elect: Donald W. Krummel, Jon Newsom; Recording Secretary, George R. Hill, Constance Nisbet; Members-at-Large: Liselotte Andersson, Pauline S. Bayne, Garrett H. Bowles, Harold J. Diamond, Kathleen Moretto, John Tanno. The Committee further recommended that MLA citations be presented to Vincent H. Duckles and Anna H. Heyer. In the absence of Newsom and Hill, it was moved, seconded, and unanimously passed, that the slate of candidates be accepted. It was then moved, seconded, and unanimously passed, that the recommendations for citations be accepted.

III. Reports of Joint Committees.

A. MLA/IFLA.

IFLA raised dues unilaterally, and the President read a letter of July 12, 1979, from Jane Wilson of ALA to IFLA reporting that ALA has paid the same

amount for dues in 1979 as in 1978. The board has received a written report of the sessions in Copenhagen, August 24-September 1, 1979, from Clara Steuermann, our representative. It was moved, seconded, and unanimously passed, that reimbursement to Watanabe of the \$98 IFLA registration fee from the President's Contingency Fund be approved.

B. MLA/MPA.

The Joint Committee shared with the Music Publishers Association will meet in New York on October 5.

C. ALA. [See I.E.]

Midwinter meetings will be held in Chicago in January 1980.

IV. Proposals for board action.

A. RILM.

Watanabe's contacts with Barry S. Brook in Salzburg and subsequently did not produce useful information about the RILM budget and its future directions, and thus no action was proposed to the board.

B. OCLC Music Users Group. [See I.D.]

C. Other: CNLIA.

A letter appealing for support in meeting a projected budget for Committee Z39 of \$128,000 was received by the president and circulated to the board. No action was taken; Watanabe will write to Jean Bowen for advice concerning an appropriate response.

V. Other old business.

A. Reference and Public Services Interest Group.

Ann Basart reported that a nucleus of five committed members had been formed: herself, Patsy Felch, Stephen M. Fry, George R. Hill, and Gordon S. Rowley. The group is at present seeking a public librarian willing to participate. It has defined five areas of interest: (1) to act as a clearinghouse for local orientation materials of a printed nature, and also to deal with newsletters and public relations functions; (2) to act as a current awareness service for reference librarians, possibly by contributing a column regularly to the Newsletter on recent developments in an area of librarianship of particular importance to reference and public service librarians; (3) to discuss the impact of developments in librarianship in general on music reference; (4) to establish guidelines and standards for reference service, especially as provided by non-specialists; and (5) liason with related MLA committees (for example, Education, Cataloguing, Automation) as appropriate. A notice will appear in the September-October issue of the Newsletter explaining the conception of the group. The group is planning a brief meeting in San Antonio -- not a prepared program, but a general introduction followed by a discussion session that will focus on defining short-term possible goals and assigning duties to those interested in participating.

VI. New business.

A. Anniversary celebration.

Mirian Gideon has formally accepted the commission of \$2500 for the composition of a chamber work for unspecified instruments (and voices or voice) and of unspecified duration, but not less than 15 minutes. Donald Leavitt is now investigating possibilities of raising funds for the performance and a recording, working with various sources in Washington, DC.

Harold Samuel and Kathleen Moretto have agreed to act as local arrangements chairs. Discussion was held about possible program chairs for the meeting, and the President will make suitable inquiries.

The new logo will be available for inspection in San Antonio, and Watanabe will write to the editors of publications to inform them of this fact. It is

anticipated that the logo will appear on the next available number 1 of a volume. Mary Ashe will re-contact David Goins about the possibility of his making posters.

Jon Newson will bring a definite proposal to San Antonio concerning the book, covering the following points: editorial staff; contents, including both theme and types of material; budget; and production schedule.

VII. Announcements.

Karen Miller has been appointed Placement Officer, replacing Barbara Henry. The President hopes to discuss new directions with her in the near future.

David Sommerfield has assumed the editorship of "Books Recently Published" in Notes, replacing Jerry Emanuel.

Arne Arneson remains Chair of the Audiovisual Committee, and Stuart Milligan has been named Chair of the Microforms Committee.


The President will write to committee chairs to ask for a statement of their understanding of their goals, and also to report on the current composition of the committee and how long each member has been serving. At the San Antonio meetings, committee chairs will be invited to meet with the board.

VIII. Next board meetings.

The board will meet in San Antonio February 25-26 and 28, 1980; in Chicago on June 14-15, 1980; and in Philadelphia on October 4-5, 1980.

The meeting was adjourned.

Respectfully submitted,


George R. Hill
Recording Secretary

MLA - BUDGET 1980

Approved by Board 30 September 1980⁷⁹

Excluded: disburseable royalties and irrelevant transactions.

Summary:	1980 total income	124005
	.1980 total expense	<u>131150</u>
	expected deficit	7145

INCOME

Miscellaneous		7500
Mailing lists	3000	
Workshop	4500	
Placement		825
NOTES subs and dues		79000
NOTES single issues		100
NOTES advertising		17000
Convention		6500
Royalties		480
ALA	100	
Da Capo	80	
UM	150	
AMS	150	
Index series		6000
MCB		4800
Technical reports		<u>1800</u>
	TOTAL	124005

EXPENDITURES

Operating costs

Miscellaneous (Honorarium) 2000

Postage 2198

Business office and officers 2000
MLA/AMS RISM 25
Nominating committee 5
Education committee 15
Cataloging committee 25
Selection and acquisitions 8
Administration committee 120

Supplies, including xeroxing 2276

Business office and officers 2000
MLA/AMS RISM 25
Administration committee 11
Education committee 150
Cataloging committee 75
Selection and acquisitions 15

Phone 895

Business office and officers 750
Nominating committee 50
MLA/AMS RISM 50
Education committee 35
Administration committee 10

Travel 12475

Board meeting (1 at 4800; 2 at
2800) 10400
General non-board meeting 500
Finance committee 400
CNLA 25
Executive committee and executive
secretary to management firm: 650
IFLA 500

EXPENDITURES (continued)

Operating costs (continued)

Membership expense	3500	
Bills 850		
Ballots 600		
Name and address changes 450		
Membership list 1600		
Management fee	<u>13500</u>	
		TOTAL
		36844

NOTES

Postage	4710	
Editor 360		
Assistant editors 500		
Advertising manager 350		
Journal mailing 3500		
Storage and shipping	500	
Supplies, including xeroxing	1450	
Editor 500		
Assistant editors 200		
Advertising manager 150		
Wrappers 600		
Phone	325	
Editor 50		
Assistant editors 150		
Advertising manager 125		
Clerical and labor	2700	
Editor 300		
Assistant editors 200		
Advertising manager 200		
Mailing service 2000		
Printing	54450	

EXPENDITURES (continued)

NOTES (continued)

Miscellaneous	5150
Travel 400	
Honoraria 3600	
Editor's discretionary fund 250	
IRS for advertising 900	
Copyright	<u>40</u>
TOTAL	69325

Other publications

General expense	2170
Advertising 1500	
Copyright 70	
Miscellaneous 100	
Clerical 500	
Index series	2450
Miscellaneous 150	
2 new publications at 600 each 1200	
2 revisions at 400 each 800	
#3 questionnaire 300	
Technical reports	350
Miscellaneous 150	
New publication(s) 200	
MCB	3710
Photocomposition 660	
Print and mail 3000	
Miscellaneous 50	
Newsletter	2820
Miscellaneous 180	
Print and mail (4 issues) 2640	
Reprints - any publication	<u>250</u>
TOTAL	11750

EXPENDITURES (continued)

Other

Miscellaneous	2350
Citations	150
Mailing lists	1800
Prizes	150
Brochures	250
Placement	680
Postage	400
Printing and supplies	180
Phone	50
Clerical	50
Dues	380
CNLA	130
IFLA	200
ALA	50
Publicity (shipping exhibit)	350
President's fund	500
Workshop	1721
Guest speaker	487
Printed material	584
AV equipment	200
Coffee, breakfast meeting, etc.	400
Miscellaneous	50
50th Anniversary commission	<u>3000</u>
TOTAL	8981

Conventions

Registration	925
Meeting notices	850
Exhibit signs	75

EXPENDITURES (continued)

Conventions (continued)

Travel	1200
Convention manager	1000
Other	200
Phone	125
Banquet, receptions, etc.	1500
Coffee	600
Board coffee	50
Other	850
Miscellaneous	500
Security	300
Contingency fund	200

TOTAL 4250

TOTAL EXPENDITURES 131150

Summary of committee appropriations:

Education 200

Phone	35
Supplies	150
Postage	15

Cataloging 100

Postage	25
Supplies	75

Selection and Acquisitions 23

Postage	8
Supplies	15

Nominating 55

Postage	5
Phone	50

Administration 141

Postage	120
Supplies	11
Phone	10

MLA/AMS RISM 100

Postage	25
Supplies	25
Phone	50