

MUSIC LIBRARY ASSOCIATION
Minutes of the Meeting of the Board of Directors
Virtual Winter Meeting, Feb 15-26, 2021
DRAFT

All times in Eastern.

Monday, Feb 15, 2:00 pm to 6:00 pm
Wednesday, Feb 17, 2:00 pm to 4:00 pm
Friday, Feb 19, 4:00 pm to 6:00 pm
Thursday, Feb 25, 3:00 pm to 6:00 pm
Friday, Feb 26, 3:30 pm to 6:00 pm

Present: Jessica Abbazio (Student/Early Career representative), Susannah Cleveland (presiding), Elizabeth Hille Cribbs (AAO), Brian McMillan, Casey Mullin, Tracey Rudnick (AO), Jon Saucedo, Misti Shaw (recording), Anne Shelley, Diane Steinhaus, Kimmy Szeto, Liza Vick.

Guests: Board members rotating on: Avery Boddie, Marci Cohen, Scott Stone
Paula Hickner, for Administrative Officer Task Force
Search committee chairs: Kirstin Johnson, Sam Crawford, Beth Royall, Liza Weisbrod, Carla Williams

Public reports to the Board were available at the time of the meeting at
<http://www.musiclibraryassoc.org/?page=BoardAgendas>

Actions were approved by the Board prior to this meeting.

Email discussions and votes

0.a

It was moved by the Parliamentarian to insert text into the Administrative Handbook for the newly created positions of MLA-L Mediator and MLA-L Assistant Mediator.

III.I MLA-L Mediator and MLA-L Assistant Mediator

The MLA-L Mediator and MLA-L Assistant Mediator determine and address violations of the MLA Code of Conduct that appear in the MLA-L forum (email

distribution list), and make attempts to resolve conflicts arising from the MLA-L forum. Responsibilities include receiving and investigating questions, concerns and complaints, suggesting resolutions, and requesting actions by the listserv owners. In lieu of the annual review by the MLA Board, the MLA-L Mediator and MLA-L Assistant Mediator are reviewed annually by an independent panel of three members. The review panel is to be selected by the membership and reports directly to the membership. The MLA-L Mediator and MLA-L Assistant Mediator receive gratis MLA regular membership, MLA annual meeting early-regular-member registration, and support for expenses necessary to carry out the responsibilities of the positions (including training). (added 10/2020)

The motion passed.

0.b

It was moved by Jon and seconded by Anne to accept the Epstein Committee's recommendation for 2020-2021 awards.

From their report:

The Committee was pleased to receive several strong proposals, most of which responded directly to the call for research related to Black/African-American music in response to the Black Lives Matter movement. We funded John Bimbiras, Clifton Boyd, and Marc Rice. Further, we were delighted to support both doctoral students (Boyd and Bimbiras) as well as a senior scholar (Rice).

The motion passed.

0.c

It was moved by the Finance committee to approve the 2021 Conference budget.

The motion passed.

0.d

It was moved by Jon and seconded by Casey to accept the charge from the Electronic Scores Working Group.

The charge:

MLA's Electronic Scores Working Group is charged with gathering, generating, and sharing information to inform and assist librarians working with digital scores and performing materials, both commercial and independently published, as well as composers hoping to increase the likelihood of their materials being preserved by libraries. Further, the group will propose strategies to advocate for the needs of library users and libraries with composers, publishers, database providers, and aggregators.

The working group defines electronic scores as sheet music published and distributed in electronic format. "Electronic scores" and "digital scores" are used interchangeably in this group's work. The Working Group will serve as a steering committee to develop common terminology and help connect the work created by smaller working groups that will explore, at a minimum, licensing and acquisition, cataloging, tangible preservation and binding, digital preservation, and discovery. Within the first three months, the Working Group will develop a timeline for the forthcoming two years' activities, along with a schedule of expected deliverables.

The motion passed.

0e.

Broude Trust update

In the Winter Board meeting of 2020, it was moved by Mark McKnight and seconded by Misti to accept the acquisition of the Broude Trust physical inventory and intellectual property, assuming that a) negotiations with Peters get finalized before the acquisition and that the agreement meets our needs, and b) when taking into account all costs associated with the project, the total does not exceed \$90,000 (figuring approximately \$40,000 MLA receives from Broude and the \$45,000 funded by MLA over the course of seven years) (Feb 2020, 12d).

However, negotiations with Ronald Broude have come to an end, as he decided to pursue a partnership with another organization.

0f.

January 11th Virtual Meeting

Present: Jessica Abbazio, Susannah Cleveland (presiding), Elizabeth Cribbs, Brian McMillan, Casey Mullin, Tracey Rudnick, Jon Saucedo, Misti Shaw (recording), Anne Shelley, Diane Steinhaus, Kimmy Szeto, Liza Vick.

Guests, oncoming Board members: Avery Boddie, Marci Cohen, Scott Stone.

Public reports to the Board were available at the time of the meeting at <http://www.musiclibraryassoc.org/?page=BoardAgendas>

1. Call to Order

The meeting was called to order by Susannah Cleveland at 1:42 pm

It was moved by Misti and seconded by Jon to go into executive session.

The motion passed.

For agenda items 2 and 3, the Board was in Executive session

2. A. Ralph Papakhian Special Achievement Award

While in executive session, the Board discussed candidates for receiving the A. Ralph Papakhian Special Achievement Award.

It was moved by Diane and seconded by Brian to award [candidate A] the A. Ralph Papakhian Special Achievement Award. The motion passed with one abstention.

3. Duckles Award Approval

The Board discussed the recommendation of the Publications committee for a recipient of the Duckles award.

It was moved by Jon and seconded by Liza to accept the recommendation of the Publications committee for a recipient of the Duckles award.

The motion passed.

It was moved by Misti and seconded by Jon to move out of executive session.

The motion passed.

End executive session

4. Education Committee Workshop Proposal

The Board discussed the workshop proposal from the Education Committee (Board report 4, but pasted in its entirety here for convenience:

Sara Buetter Manus (Vanderbilt University, sara.manus@vanderbilt.edu) and Matthew Vest (UCLA, mavest@library.ucla.edu) have proposed a **Groundwater Presentation** from the Racial Equity institute. The MLA Diversity Committee has reviewed and approved the proposal and will act as co-sponsors for the workshop. This would be a 3-hour synchronous and interactive workshop presented by instructors from the Racial Equity Institute, using “stories and data

to present a perspective that racism is fundamentally structural in nature. By examining characteristics of modern-day racial inequity, the presentation introduces participants to an analysis that most find immediately helpful and relevant” (more information here: <https://www.racialequityinstitute.com/>). Although this is meant to be an introduction to racial equity, it can be tailored to focus on areas of particular interest and relevance to our group, delving into its current climate and organizational culture, and enabling participants to bring in perspectives from their own professional areas, personal experience, and home organizations during the reflective segments of the workshop.

This workshop is intended for a minimum of 30 and a maximum of 100 participants and would be open to both MLA and TLA members. While the target audience is music and theater librarians, the Annual Meeting Workshop is normally open to a broader audience (including local library staff and students who are not necessarily members of our organization) and registration could be opened up after a priority registration period for MLA and TLA members. A goal of the proposers is that all MLA Board members would participate in this workshop and could be the first cohort to be registered.

The workshop would likely be held on March 12, which is a date that Kristina Shanton has confirmed would be free from other scheduling conflicts and enable the broadest participation. The workshop would be publicized through the MLA and TLA email lists and social media. The Racial Equity Institute will likely do an assessment and Sara and Matthew will do a follow-up survey to get MLA-specific feedback and to see if there is interest in organizing the full two day workshop offered by REI in the future.

The cost for the Racial Equity institute is \$6,000 for up to 100 participants. A tiered "Pay what you can" model is suggested at the following levels:

- \$200 – for those with institutional support to attend
- \$100 – for those currently fully employed, but without full institutional support
- \$0 - any amount – for all others

The workshop could be fully funded with 30 at the upper level, 60 at the middle level (and mixtures of those). It has been proposed that any excess funds be used to support the MLA Diversity scholarship.

It was moved by Jon and seconded by Anne to accept the proposal by the Education committee for a Groundwater workshop from the Racial Equity institute during the MLA Annual Conference of 2021.

Board members were intrigued at this opportunity for MLA members, but had many concerns related to costs. For example, are there many MLA members who have institutional funding right now, who can afford this? If it's the case that not enough people registered for this, what would happen? Would MLA as an organization subsidize the rest?

Ultimately, the majority of members agreed that the optimal situation is for MLA to explore subsidizing all, or a substantial portion of this so that members can afford to attend if they want to. So, in the proposal's current form, the Board did not feel comfortable moving forward.

The motion did not pass.

In the coming weeks, the Board will continue its conversations with the Education committee, Sara, and Matthew about whether a proposal revised with a different funding models and/or timing (for example, Summer 2021 instead of the Annual Meeting) might garner more Board support.

(See Old Business 13a below for updates.)

5. Code of Conduct Update

Misti suggested adding "microaggressions" to the MLA code of conduct, especially since they cause lasting physical and emotional harm.

It was moved by Jon and seconded by Liza to add "microaggressions" to the code of conduct.

The revised MLA Code of Conduct:

The MLA is committed to providing all participants – national and chapter members, other attendees, speakers, exhibitors, staff, and volunteers – an inclusive and welcoming conference or event experience that is free from all forms of harassment. Activities that may constitute harassment include, but are not limited to, **microaggressions or** offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, race, religion, age, national origin (ancestry), pregnancy, childbirth, or related medical conditions, or other group identity, as well as actions such as deliberate intimidation, stalking, following,

harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Discussion or critical examination of viewpoints, as well as the use of sexual imagery or language, may not, by itself, and in the context of professional discourse, constitute harassing or hostile behavior.

The MLA does not tolerate harassment of MLA community members in any form. All participants at any MLA events are expected to adhere to the Code of Conduct. If you are being harassed, notice that someone else is being harassed, or have any concerns, please contact a member of the MLA staff, Board, or a designated volunteer immediately. All reports and conversations will be handled in confidence. Conference staff will assist participants in contacting hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment.

Participants at the MLA conference or any other MLA-sponsored events who are asked to stop the harassing behavior are expected to comply immediately. Participants who violate this Code of Conduct may be warned, expelled from the event, or have their membership suspended.

The motion passed.

6. Charge for Committee Recruitment Task Force

The Board discussed the draft charge of the Committee Recruitment Task Force that had been established at the June 2020 minutes (see 12.a. of the June 2020 minutes).

The draft charge, in Board Report 6:

Committee Recruitment Task Force Draft Charge

The Committee [Appointment Process] Task Force is charged with developing processes for how members of MLA Committees are recruited and selected. Outcomes should include methods that:

- increase the diversity of committee composition;
- increase opportunities for people from underrepresented groups to attain chair positions;
- demystify and standardize the committee application and appointment process;

- ensure that the committee appointment process is more equitable and accessible;
- and mitigate the workload of committee chairs.

The Task Force should propose a comprehensive revision to current practices that will increase transparency of the process and remove barriers to participation by all members. The group should submit a proposal outlining a new process for committee membership selection and appointment that will address recruitment of committee members and chairs, selection of committee members and chairs, and workloads of chairs.

Other considerations, but not part of charge:

- We need to be sure to include for the Task Force an overview of how this works now.
- Task Force members should include representatives from the Equity and Inclusion Subcommittee, Get Involved, and Planning Committee, and current/past committee chairs.

It was moved by Anne and seconded by Casey to accept the draft charge of the Community Recruitment task force. The motion passed.

7. Diversity Statement Creation

MLA needs an outward-facing diversity statement, and briefly discussed the best course for getting started. Misti--a member of the Diversity committee--suggested that we ask the Diversity Committee to craft the first draft of a diversity statement, to be finalized and approved by the Board, and offer them our assistance or feedback if they need it.

8. Quarterly Chat with the Board Sessions

Susannah refreshed the Board on an idea that Winston Barham came up with, a “town hall” quarterly or twice yearly chat, with the Board available to answer questions from attendees. Such an event can help with Board transparency and give people a better chance of knowing what work the Board is tackling. Winston envisions this as social and lively, and not stuffy or formal. The Board looks forward to these town halls. [*Recording Secretary notes that the first Town Hall occurred January 28.*]

9. Ad rates

Tracey Rudnick explained the reasoning behind the revisions of Annual Meeting ad rates. Previously, ad rates were modeled, in part, on the existence of printed programs.

For example: without a printed program, we cannot charge an advertiser for a program cover. Thus, the old ad rates were revised to accommodate the virtual conference environment.

		Option1 (3 tier)	Approved rates
Online Program Ads (ads on webpage with embedded Sched)	2 fullwidth and 1 sidebar	\$200 ea.	
Conf. homepage	2 ads	\$150 ea.	\$200
Conf. subpages	sidebar & footer	\$100 ea.	\$200
PDF program fullpage		\$200	\$150
PDF program half page		\$100	\$100
PDF program: cover	Not this year	xx	\$200
Logos in Sched itself		\$150	\$150

It was moved by Jon and seconded by Liza to accept the revised ad rates.

The motion passed.

10 . New business

None.

11. Adjournment

It was moved by Liza and seconded by Jon to adjourn at 2:46 pm.

Winter Meeting, February 15-26, 2021

The meeting was called to order by Susannah Cleveland at 2:02 pm.

01. Approval of the agenda

It was moved by Anne and seconded by Jon that the Board approve the agenda.

The motion was approved.

02. Recording Secretary's Report Misti Shaw

It was moved by Jon and seconded by Brian that the minutes of the October 2020 Virtual Board meeting be approved. The motion was approved.

03. Parliamentarian's Report Kimmy Szeto

BAR 01: Revise the following section in the Administrative Handbook:

(Note: This Administrative Handbook change corresponds to item 0a in the minutes of the October 2020 meeting.)

VI.H.14.c. REFERENCE AND ACCESS SERVICES SUBCOMMITTEE

The Reference and Access Services Subcommittee investigates aspects of public services interactions, including the examination of past and present trends, and projection of future trends in public services. Members explore the various divisions of music library public services, including reference, circulation, reserves, **outreach programs**, special collections access, and interlibrary loan, and the intersections of these areas with other library activities, **and values, such as equity, diversity and inclusion.** (rev. 4/2009; rev. **10/2020**)

The motion passed.

BAR 02: Revise the following section in the Administrative Handbook:

(Note: This Administrative Handbook change corresponds to item 0b in the minutes of the October 2020 meeting.)

VI.H.9.d. KEVIN FREEMAN TRAVEL GRANT COMMITTEE (added 5/2017)

The Kevin Freeman Travel Grant Committee consists of three members, with staggered three-year terms, appointed by the President to recommend to the Board annually one or more recipients of Kevin Freeman Travel Grants. The chair rotates each year to the member beginning the third year of their term. At least one member of the Committee shall be from the California Chapter. All members of this committee must be personal members. Kevin Freeman Travel Grants may be given to members of the Music Library Association who are ~~in the first three years of their professional careers, graduate library school students aspiring to become music librarians, or recent graduates (within one year of degree) who are seeking professional positions as music librarians~~ **in the first three years of their career, a graduate library school student, or currently working toward a post-MLIS (or equivalent) graduate degree or advanced certification.** Preference will be given to applicants who demonstrate and clearly describe their **commitment to working with music collections and services.** At least one grant

will be awarded to a first-time attendee, if applicable. Grants support travel costs and other expenses relating to meeting attendance, including a registration fee waiver. The number of grants awarded will be determined by the income available from the endowment fund. (added /2017; rev. 10/2020)

The motion passed.

BAR 03: Revise the following section in the Administrative Handbook:

Note: This Administrative Handbook change corresponds to item 10.vii BAR at the October 2020 Board meeting.

**VI.H.9.h. LENORE CORAL IAML TRAVEL GRANT AWARD COMMITTEE
(added 10/2017)**

The committee consists of a chair and three to four additional members, who are appointed ~~at one time~~ **by early September prior to the year in which the award is offered** for a term of one year. All members must be personal members of both MLA and IAML. The purpose of the committee is to recommend to the Board in even numbered years, or more frequently at the discretion of the MLA Board of Directors, a member of the Music Library Association, who is also a member of IAML, to receive support for travel expenses and conference fees to attend an annual IAML meeting. ~~Priority~~ **Preference** is given to a member attending their first or second IAML conference, and who has not received this award in a previous year, and **who has limited or no access to institutional support for attending conferences**. ~~Applicants for the travel award should have little or no support from their home institution or library.~~ This grant is supported by the Lenore F. Coral IAML Travel Fund. (approved 6/2011, added 10/2017, rev. 10/2020)

The motion passed.

BAR 04: Revise the following two sections in the Administrative Handbook:

Note: This Administrative Handbook change corresponds to item 10.k at the October 2020 Board meeting.

VI.H.19. MEMBERSHIP COMMITTEE

VI.H.19.a. CHARGE

The charge of the Membership Committee is to increase and diversify significantly MLA's membership in all categories by reaching out to the broad range of populations we serve, as well as develop and implement an active and successful means of retaining current and future members by identifying and promoting the benefits and added value of membership in our Association. **The Membership Committee consults with MLStEP as needed.** The Reduced Registration Program Coordinator, the Conference Roommate Clearinghouse Coordinator, the Diversity Committee Chair, and the Publicity & Outreach Officer

are ex-officio members of the Membership Committee. (rev. 2/2012, 5/2019, 10/2020)

VI.H.8.d. MUSIC LIBRARY STUDENTS AND EMERGING PROFESSIONALS (MLStEP)

The purpose of the Music Library Student and Emerging Professionals (MLStEP) is to connect students, prospective students, and librarians within the first five years of their career with interest in music librarianship. A member of the Career Development and Services Committee serves as the MLStEP advisor. MLStEP members govern their own administrative structure and membership, but elected officers of MLStEP are required to be personal members of the Association. An MLStEP elected officer, usually the MLStEP Chair, serves ex-officio on the Career Development and Services Committee. MLStEP recommends to the President which elected officer serves ex-officio on the Education Committee. **MLStEP consults with the Membership Committee as needed.** (added 2/2020, rev. 10/2020)

The motion passed.

Prior to the Board meeting, Kimmy withdrew BAR 5.

BAR 06: Revisethe following section to the Administrative Handbook:

Note: This Administrative Handbook change corresponds to item 13.a at the October 2020 Board meeting. The resolution specified annual reviews of the MLA-L Mediator and Assistant MLA-L Mediator to be conducted by an independent panel, rather than by the Board.

III.A.2. TERMS OF OFFICE AND ANNUAL REPORTS

The term of office of most special officers expires at the conclusion of the annual meeting of the Association. Special officers may be reappointed, but appointed officers will generally serve no more than 4 consecutive years. Special officers are evaluated annually at the fall board meeting **unless otherwise specified.** (rev. 7/2018, **rev. 2/2021**)

The motion passed.

BAR 07: Revise the following two sections in the Administrative Handbook:

Note: This Administrative Handbook change corresponds to item 13.e at the October 2020 Board meeting.

VI.H.5. NOMINATING COMMITTEE

VI.H.5.a. CHARGE

The Nominating Committee seeks candidates for offices whose terms are next to expire and recommends persons to receive citations.

a) In choosing candidates, the committee consults with members of the Association, chapter and committee chairs, and members of the Board of Directors. Candidates for office must be personal members of the Association. Candidates for Vice-President/President-Elect must be members of IAML prior to standing for election. Membership need not be a pre-requisite to the receiving of a citation, but the recipient should have contributed to the national affairs of the Association and to the furthering of the Association's aims, even if not via MLA directly. (rev. 3/2011) (rev. 5/2013)

b) The chair of the committee secures written expression of the willingness of a candidate to run for office and to perform the duties of office if elected, **accompanied by a diversity statement**. The chair also informs candidates that those elected are invited to attend the Board meeting following their election. The Association will fund lodging and 50% of the per diem for the days before the Annual Meeting; transportation is not funded. (rev. approved 5/2013, updated 7/2018, **rev 10/2020**)

* Note on III.A.2: This BAR adds the first sentence. Revision to the last sentence was addressed in the previous BAR

III.A.2. TERMS OF OFFICE AND ANNUAL REPORTS

Candidates applying for Special Officer positions submit a diversity statement as part of their application materials for consideration. The term of office of most special officers expires at the conclusion of the annual meeting of the Association. Special officers may be reappointed, but appointed officers will generally serve no more than 4 consecutive years. Special officers are evaluated annually at the fall board meeting **unless otherwise specified**. (rev. 7/2018, **rev 10/2020**)

The motion passed.

Next, Kimmy and Brian (asst. Parliamentarian) gave a brief update about parliamentary procedures for the upcoming virtual MLA Business Meeting. In their research of virtual meeting best practices, they focused on 3 aspects:

1. developing rules for how attendees can participate, make motions, and be called on, and, developing accommodations for people who must call in rather than watch on a computer.
2. creating a procedures “cheat sheet,” and assigning some additional roles to the meeting, such as a timekeeper who can coordinate when people can speak or must cede the floor, etc.
3. Decide whether to keep the chat on, and to decide what will and won’t go in the chat.

04. Administrative Officer’s Report Tracey Rudnick

From her report:

BUDGET REPORT FY2021 (YTD through 1/21/2021)

A Note on Operations and COVID-19

As noted in the last report, in June the board voted on a reduced operations and awards budget for FY21 that was balanced, without use of the MLA Fund. After that report, MLA signed the hotel settlement agreement (see details under Meeting 10.0 below). This incurred a steep penalty for FY21 and put the budget into a planned deficit, to be covered by mid-year budget savings, saved surplus funds, or the MLA Fund (to which many donations have been made). The board finished voting on the virtual convention budget in November 2020 and amended other budget lines. The final FY21 budgeted income and expenditures do not reflect a typical year, especially for lines that included travel. Emerging savings (e.g., legal expenses) will help offset the hotel penalty, or can be used for other initiatives.

As noted in the last report, some financial impacts of COVID will not be felt until future years, as cash-strapped advertisers and libraries gradually cancel ads and subscriptions, and if institutions cancel database subscriptions (which could impact some *Notes* e-royalties).

As noted before, MLA fiscal operations have been modestly impacted by COVID and related societal and economic events, in the same way many of us are impacted in our daily institutions. A number of service providers are running behind or making unusual errors. (Jim Zychowicz in the MLA Business Office quipped that perhaps the Oxford English Dictionary will call these “covidencies.”) Some providers are rapidly shifting payment options or services online (e.g., IRS form 1099 production), which long-term is (mostly) desirable. Short term, it is elongating the work, since new procedures have to be learned and documented. Some tasks are being shifted timing-wise to accommodate changing circumstances.

INCOME

As of January 21, 2021, total income was \$146,364.43 which is 45.27% of the budgeted income of \$323,339.00. (By contrast, at this time last year total income was \$292,509.59, which was 67.09% of the budgeted income of \$435,970.) We can expect a significant boost still from publications income.

Dues (1.0) and Membership – MLA and IAML

Due to COVID's anticipated economic impact (and the low-cost Emergency Circumstances membership rate), the board budgeted for lower dues income this year. As of January 21, 2021, FY21 dues income was \$120,832.00, which is 98.85% of the budgeted \$122,235.00. This includes MLA and IAML dues. (Last year MLA had budgeted \$148,605.00.)

MLA dues alone are at \$110,872.00, or 97.87% of the budgeted \$113,285.00. Individual, Retired, Sustaining, Early Career, and Institutional memberships are at 95% to 128% of their budgeted amounts. Student and Paraprofessional/Hourly/Part-time memberships are at 76% of budgeted amounts; usually these pick up around conference time. Corporate renewals are down; this may be a COVID effect. For FY21, 22 people selected the Emergency Circumstances Membership rate, all at the suggested \$24 (one joined twice and declined a refund). Their total \$552.00 only reached 38.3% of the budgeted \$1,440.00.

Total IAML dues received for CY2020 were \$14,155.00, or 96% of the budgeted \$14,765.00. IAML CY2021 YTD dues income is at \$9,545.00, or 71% of the \$13,390.00 budgeted. (This is a drop. Last year, YTD income was \$12,665.00.) Individual memberships for IAML CY2021 YTD are comparable to this time last year, but institutional memberships are down by about 30%.

(It is not known yet if institutional IAML renewals are down due to COVID-related delays or budget cuts. There may be implications for *Notes*: MLA's FY21 renewal cycle may have occurred before institutions made sweeping cuts in the summer or fall, so FY21 is fine, but FY22 renewals could look very different.)

[Misti: insert table in word version and include small list above it](#)

Dues (1.2) – Chapters

As noted in the last report, MLA remitted \$4,990.00 collected chapter dues back to all ten chapters. (MLA does not take any deductions.) Since then, \$1,767.00

additional dues have been received, and will be remitted in the late spring, along with any additional dues.

Sales (2.0)

The budget report shows *Notes* advertising income (line 2.012) at \$9,533.00 of the budgeted \$12,500.00 (76.26%); this includes both sales receipts and invoiced amounts. The percentage received is comparable to last year at this time, though also note this year's budgeted amount is lower, due to expected COVID economic impacts on advertisers (last year we budgeted \$19,000.00). Online advertising (2.06) has generated \$4,165.00 in sales, or 115.69% of the budgeted \$3,600.00. By this time last year we had received \$8,710.00.

MLA has received \$2,707.45 in *Notes* royalties (2.014). Totals for Project MUSE and JSTOR, plus others, should increase radically in the spring, and likely will come closer to the budgeted \$92,500.00.

Music Cataloging Bulletin subscriptions (2.03) have yielded \$4,935.00 in income (82.25% of the budgeted \$6,000). Last year by this time we had received \$5,775.00 (96% of the budgeted \$6,000). It is not known yet if these are COVID-related renewal delays or cancellations.

In the spring, MLA will receive \$3,146.20 in CY2020 royalties from MLA's joint publications with A-R Editions. This amount was anticipated to be lower than usual, since only two books were slated for publication (and late in the calendar year at that). Many of those sales will fall into CY2021. MLA also looks forward to three new books in CY2021. At this writing, royalty statements and payments had not yet been received from the Scarecrow Press (Rowman) for CY2019 or CY2020. MLA received a payment of \$74.82 from ALA (*Basic Music Library* sales). Since the last AO report, no royalties have been received for the ALA-MLA webinar and e-course collaborations, but several are expected in the spring.

Meetings (3.0)

In 2021, the Cincinnati meeting was cancelled due to COVID, and the annual meeting will be virtual. As of this writing, attendee and exhibitor registration (and most advertising) had just opened, so there is no income to report. MOUG generously donated \$3,000 to offset cancellation fees. (MOUG made a similar donation when the 2010 San Diego meeting incurred hotel penalties.) Several individuals and chapters generously made donations to offset the cancellation penalty or to support MLA.

Other Income (5.0): Amazon Smile has brought in \$101.51 in FY21 YTD.

EXPENSES

As of January 21, 2021, total expenses were \$172,434.03, which is 46.35% of the budgeted \$371,990.00.

Meeting (10.0)

Per a new October 2020 contract rescheduling the 2021 Cincinnati meeting to 2024 (due to COVID), and as settlement from the cancellation of the 2021 meeting, MLA paid \$61,014.40 to the Hilton Cincinnati Netherland Plaza. Half of the payment represented the 2021 cancellation settlement (\$30,507.20) which the hotel kept. The remaining half (\$30,507.20) will be used by the hotel as an advance deposit for the 2024 meeting, to be credited to MLA's master account upon operation of that meeting.

This year's virtual conference costs will be relatively low. Of the remaining \$12,290.00 budgeted conference funds, \$750 has been paid for Sched app. Other virtual platforms, registration programming, and speaker expenses will be paid in the coming weeks. MLA will not have other usual expenses this year, such as catering, AV/amplification, exhibition tables, liability insurance, printed program production, and Big Band equipment.

\$3,246.91 was booked to FY21 when a 2020 Norfolk vendor claimed they had not received payment. Soon after, both the original and replacement checks were cashed. Contingency funds cover the extra payment; a formal check-stopping policy was referred to the Finance Committee for consideration. (Payments were promptly stopped on other unrelated checks that UPS lost.)

Miscellaneous (11.0)

\$7,632.11 in investment fees have been paid YTD, out of an estimated \$9,650.00. Bank and credit card fees are at \$4,915.15 YTD, but conference registration will push that up. The budgeted \$1,650.00 chapter support funds have been paid out (\$500.00 Atlantic, \$1,150.00 NEMLA).

Awards Issued (12.0)

The Epstein Award checks were sent to three recipients (total \$5,700.00). Checks for the remaining FY21 awards will be prepared closer to the virtual meeting and mailed to recipients afterward. Freeman Travel Grants are being offered to cover virtual meeting registration costs for qualified applicants, or to offer a limited number of tech microgrants to enhance applicants' ability to attend the meeting; the application period was still open at this writing, with no awards made yet.

Since the fall 2020 AO report, two more MLA Emergency Relief Fund awards were made. The amount raised as of January 21, 2021 included the board's seed \$10,000.00, plus \$8,975.00 in donations (total \$18,975.00). Ten awards (\$8,185.00) have been paid out, leaving a balance of \$10,790.00.

Management Services (6.0)

For FY21, \$61,403.26 of the budgeted \$131,637.00 (46.65%) has been expended. (Note that this year's budgeted amount is far lower than usual, since the board did not budget for board meeting travel, both due to COVID, and also as a cost saving measure.)

The majority is for A-R Edition's monthly business office service fees (\$41,310.00 YTD out of a budgeted \$82,620.00, or 50%). There were additional expenses for A-R programming, postage/shipping, and supplies. For administrative web site support/development, \$1,573.86 out of a budgeted \$9,950.00 (15.82%) has been expended; the majority will be spent on the YM renewal later this spring. The audit and 990 tax filing cost \$12,750.00 out of a budgeted \$13,950.00 (91.4%); the balance will be spent on IRS form 1099 processing. \$2,629.00 was paid to the AON Association in December 2020 for MLA's 2021 Directors & Officers Insurance. There have been no invoiced legal expenses this fiscal year, though \$7,000.00 had been budgeted in anticipation of specific initiatives. The \$300.00 MLA Archives subvention will not be paid this year, since that unit has no student workers due to COVID.

Program Expenses (7.0)

A total \$12,724.55 of the budgeted \$20,885.00 (60.93%) has been expended. Since the last reporting period, this includes the FY21 subventions for RILM (\$10,000.00) and RISM (\$1,500.00), paid in January 2021. The Classification Web / Minaret account (\$325) was renewed in January 2021 for the Cataloging and Metadata Committee (CMC) to support the SACO Coordinator. Most budgeted CMC and Legislation Committee travel for June 2021 has failed to materialize due to COVID-19, so there will be substantial savings (ca. \$7,760.00), but most of that will go toward offsetting the Cincinnati hotel settlement.

Other Member Services (Including Organizational Dues) (8.0)

Expenditures for Other Member Services for FY21 are at \$3,905.00, or 41.88% of the budgeted \$9,325.00. NISO dues (\$580.00) were paid in October. For publicity and outreach, \$525.00 was paid for November 2020 AMS exhibit fees and a full-page program ad. The bulk of the remaining budgeted amounts will go to remitting final CY20 and CY21 YTD dues to IAML in the coming weeks.

Publications (9.0)

\$1,700.00 of the FY21 budgeted \$4,250.00 (40.0%) monograph honoraria have been paid. Honoraria were paid to authors and series editors for two recently published MLA monographs: *A Thematic Index of Works by Eugene Bozza* (IB042 in MLA's Index and Bibliography series, \$500.00 to author Lois Kuyper-Rushing, and \$350.00 to editor Maristella Feustle), and *Music Data Research Management: Defining Best Practices* (TR037 in MLA's Technical Report Series, \$500.00 split between authors Amy Jackson and Sean Luyk, and \$350.00 to editor Jonathan Saucedo). We anticipate publication of (and payment of honoraria) for Alice Carli's revised *The Binding and Care of Printed Music* before the end of FY21, and (if published before July) Sonia Archer-Capuzzo and Guy Capuzzo's *Heavy Metal: A Guide to Resources*.

Notes printing stands at \$22,969.69 expended out of \$39,000.00 budgeted (58.9%). Last year *Notes* finished at \$25,075.49, but some expenses were pushed into FY21 due to COVID-related printing/ mailing delays. If the next two issues cost the same as September and December 2020, we will expend the full \$39,000.00.

Since the last AO report, no FY21 honoraria have been paid out for the ALA-MLA webinars or e-courses. The *Getting Started with Music Librarianship* eCourse Bundle (four e-courses) has launched, and at least four sets of honoraria (and development fees, as appropriate) will be paid this fiscal year.

(Under the web publications budget) MLA's general SurveyMonkey account (\$358.18) was renewed in November. Some officers and committee chairs still use it. Renewal of MLA's election SurveyMonkey account (\$357.34) was in process, so is not reflected as an expense in the budget vs. actual report.

OPEN ACCESS PROJECT(S)

The *Public Domain Song Anthology* can be viewed at <https://doi.org/10.32881/book2>. It has shipped to libraries and other donors. A few pledged donations are still expected from some institutions after receipt of their print volumes; otherwise, there is no further fundraising. Most expenses have been paid (all covered by donations). There remains a balance to pay to the arranger, depending on the final donations tally. Should the donation income exceed project costs, funds will be set aside to support other OA project costs, if the final donors broaden their stated purpose of the donation.

Misti, insert second table and small chart above it in Word doc.

In the last report, Patrick Wall (MLA Business Office) said the 2nd calendar quarter (April—June 2020) “delivered an amazing recovery from the awful downturn we experienced in Q1” (Jan.—March 2020). With this report he notes that “the 3rd quarter saw continued market recovery and we enjoyed gains across all accounts (not counting our own donation deposits \$2,594) of \$90,368. . . . The 4th calendar quarter plowed through the election uncertainty and saw dramatic market gains -- total invested funds topped \$2M for the first time reaching \$2,036,126. Hooray!” (Emails to Rudnick 11/16/2020 and 1/8/2021.)

Award accounts at the end of the CY2020, Q4 (including CY2020 Q4 donations):

[Misti, insert 3rd table in Word doc.](#)

Transfers:

- **FY20 Awards funds:** of the original approved \$14,445.00, a total \$11,925.00 was transferred from the Fidelity Z49 money market to checking. Gerboth (\$1,680.00) and Coral travel funds (\$840.00) were returned to Fidelity Y94 Temporarily Restricted subaccounts, since they were not awarded.
- **FY21 Awards funds:** \$17,520.00 is slated for transfer from the Fidelity Y94 Temporarily Restricted subaccounts to the Fidelity Z49 money market (then to checking). The amount might change depending on Freeman awards granted. Fidelity/Calvert funds will then be rebalanced.
- These previously approved funds will not be used in FY21, and will not be transferred: Gerboth/Bradley, Coral, Paraprofessional/Public Libraries Travel Grant (not yet endowed when awards were set last year), and Wicker (not used due to conference cancellation).
- \$5,500 designated by the board (Norfolk 2020) for the Paraprofessional/Public Libraries Travel Fund will be transferred from the MLA Fund to the PPL fund with the other awards.

Other investments notes:

(1) AO Tracey Rudnick met with new Fidelity investment advisor Mike LeGrande (who succeeds Charles Cristin) to review accounts (12/17/2020, via phone).

(2) LeGrande said when COVID dragged the economy to a technical recession (with full [market] recovery since then), and investments dropped by 33%, Fidelity stayed disciplined and unemotional and bought stock opportunities on behalf of MLA

(and then bought more). With the rebound (and post-election), he said they are now shaving off the growth to go back to bonds. (Stocks were 5% overweight still, he said). Rudnick had noticed a large flurry of trading in MLA's accounts (by Fidelity) around the election, and representatives suggested holding off on award funds transfers during that period. (Related: AO Rudnick called meetings of the Finance Committee and Investments Subcommittee before the election to confirm MLA's commitment to leave funds be.)

(3) LeGrande confirmed that if MLA wishes to move MLA's socially responsible Calvert funds under the Fidelity umbrella (still as Calvert funds, just not *at* Calvert), there would be no transfer or management fees. This would streamline AO and MLA Business Office processes. He confirmed that Fidelity does not have other socially responsible funds that meet MLA's needs right now.

(4) Rudnick and LeGrande also discussed setting up a subaccount in the Fidelity money market (Z49 account), to hold a small balance from which Fidelity could automatically deduct fees. This too would streamline processes for the AO. We would aim to do this at the start of a new fiscal year.

AUDIT

The 2020 final audited Financial Statement (FY20) and IRS form 990 were amended, then signed and submitted 12/12/2020. As mentioned in the fall 2020 AO report, the audit of MLA's regular operations went quickly and efficiently. No material deficiencies were discovered for the regular operations. This year, the accounting firm's senior partners flagged one deficiency at a late date, related to the Open Access Songbook, an unusual project for MLA. The auditors rebooked a large payment (\$50,000, for the arranger) back to FY20, since all work had been completed before FY21 and the contract was signed in FY20. The initial payment of \$40,000 was actually paid in FY21, as will be any balance. Payment is contractually based on funds raised, minus production costs; amounts to be remitted remained uncertain until relatively recently. Once again, our sincere gratitude is due to Pat Wall and Jim Zychowicz, and to SVA, for their expertise, hard work, and diligent preparation.

CY2020 IRS form 1099 data were submitted by the AO on time to the accounting firm, for the January 2021 mailing. This is SVA's first year using online processes for the forms. At this writing SVA was behind on processing due to a problem with their software, and had not yet emailed forms to recipients.

OTHER ACTIVITIES

Election: MLA held elections for three Members-at-Large to serve starting in 2021. Voting was open Monday, October 26 through Friday, November 13, 2020. 460

ballots were sent to eligible members using Survey Monkey's anonymous ballot capability, adjusted to 459 after one email ballot bounced. 320 responses were received, all valid, for a response rate of 70%. (Last year's 2019 response rate was 69%.) Once again, Web Committee member (Steve Henry) worked with Nominating Committee chair (Melissa Moll) and AO Tracey Rudnick to post candidate biographies online and set up secure ballots in the survey app. The AO administered the election and reported results to the president. (Note: the biographies had to be posted on an alternate site due to significant unfriendly traffic that limited YM customers' ability to access their websites. The survey ballots themselves were unaffected.)

The **New Members Board Packet** was updated with the input of President Susannah Cleveland, AO Tracey Rudnick, and AAO Liz Cribbs.

Administrative Officer Term Update: Elizabeth Hille Cribbs was appointed as Assistant Administrative Officer (AAO) four months later than usual, in June 2020, rather than after the annual MLA meeting. As such, her start date as AO will be delayed until July 1, 2021, to give her one full annual cycle to learn and assist before assuming full AO responsibilities. AO Tracey Rudnick agreed to stay on as AO for four more months, through June 2021. She will become AAO July 1, 2021, to mentor and assist new AO Cribbs. Many thanks to Cribbs for her diligent assistance and studies. She will be an excellent AO.

Closing Comments

Thank you to outgoing Fiscal Officer Anne Shelley, who doggedly worked through three different pandemic budget scenarios last May, at the height of relentless COVID work/life re-adjustments, and for her diligent, well-informed service over two intense years. Many thanks to James Zychowicz and Pat Wall at A-R Editions, for all they do for MLA and for their ongoing commitment, as we work together.

Tracey noted that we're on track, budget-wise, and offered to answer questions.

05. Vice President's Report Liza Vick

From her report:

Chapter Activities:

- As chapters liaison, I attended ATMLA, SEMLA, Midwest, and NYSO chapter meetings virtually this fall (schedule conflicts prevented me from attending California and NEMLA). Many chapters (in lieu of registration) solicited donations and passed those along to help MLA offset our Cincinnati hotel cancellation

penalty. We are deeply grateful for this generosity from chapters and their members.

- Town Halls: the board will be hosting quarterly informal town halls for information sharing with the membership. The inaugural event on January 28 was suggested by the ATMLA chapter (chair, Winston Barham will co-host), and the idea emerged from their strategic planning conversations.
- Chapter grants: the NEMLA chapter application was approved for exploratory research into designing a music librarianship virtual course.
- I requested and received a meeting time for the chapter chairs meeting at our annual meeting, on March 24 at 2-3pm EST (Susannah Cleveland, who will be Past President/chapters liaison at that point, will chair the meeting).

Vice President/President-Elect duties:

- I've been participating in regular meetings of the MLA/TLA Virtual Meeting Task force; Presidential meetings, and Administrative Offices/Presidents meetings.
- I worked with the full board on statements in response to the Capitol insurrection and on Implicit Bias training requirement rollout.
- In late November, I gave a talk for Drexel University's College of Computing and Informatics (LIS program), on music librarianship, as part of their ongoing Hiring Outlook for Information Professionals webinar series.

In the meeting, Liza mentioned that chapter reports will/should be going in the *MLA Newsletter*. On another note, Liza expressed that the virtual Townhall (1/28/2021) went well and she really hopes to continue that, maybe on a quarterly basis.

06. President's Report Susannah Cleveland

From her report:

It has, as ever, been a busy quarter, filled with regular interactions with our members who prove their creativity and commitment consistently.

The many current search committees for special officers and editors has led to quite a bit of correspondence with the chairs of each search. Positions to be filled this cycle include Copyright Website Editor, Technical Reports and Monographs Series Editor, Assistant Web Manager, Development Officer, MLA Archivist, Placement Officer, and, for the first time, MLA-L Mediator and Assistant MLA-L Mediator. As has often been the case in recent years, several committees have been struggling with finding applicants, though the outlook is becoming rosier as time passes.

My work with committee appointments has been much slower this past year than I would have liked. While most appointments were official earlier in the year, I did not get all the letters that Brian McMillan, Assistant Parliamentarian, had prepared sent until the end of 2020. I apologize to our members for this.

Thanks to a recommendation by Winston Barham, we held our first virtual MLA Townhall on January 28 with roughly 120 people in attendance. We provided some updates on what the Board has been up to (a lot), Administrative Officer Tracey Rudnick gave an overview of MLA's fiscal health (good) and then most of the meeting was a discussion about, "What to Expect when you're Expecting a Conference," in preparation for the virtual Annual Meeting coming up in March. Andrew Justice, in his role as Convention Manager, provided a helpful overview of the technology that we will be using for the meeting and gave some guidance on when to set up accounts (Sched=wait until you have registered for the conference; Remo=any time before the conference). It was a convivial gathering, and people enjoyed the opportunity to come together in a less-formal manner and outside of our regular meetings. My cat Hushpuppy was particularly pleased with all of the people who showed up to admire her.

Following the Board's recent approval for the charge of the Committee Recruitment Task Force, we are starting to invite members to participate. The Task Force will evaluate MLA's current efforts to recruit and appoint members to committees across the organization in an effort to create a system that is equitable and consistent.

Other ongoing task forces include the Administrative Officer/Assistant Administrative Officer Task Force—charged with proposing a model for a new division and/or allocation of duties currently assigned to these very labor-intensive positions—the Strategic Planning Task Force, and the MLA/TLA 2021 Annual Meeting Task Force. All are continuing their work actively with two—AO/AO and the Annual Meeting—scheduled to wrap up their work in the very near future.

Liza and I have also been in talks with Callie Holmes and Sylvia Yang about potentially restructuring the Diversity Committee and the Equity and Inclusion Subcommittee. The current nesting doesn't reflect the practical organization of the work they do. They're also looking at ways to bring accessibility into their charge and to expand the committee's diversity focus away from only racial and ethnic diversity. We're hoping for a proposal from the committee by the spring meeting, but it might not come until fall.

In these last few months, we have issued one statement and signed on to another statement:

- Issued: [Statement from the Music Library Association Board in Response to the January 6, 2021 Attack on the US Capitol](#)
- Signed: [Statement of Solidarity with KU Faculty facing a suspension of tenure](#)

As I approach the end of my term as President, I can heartily say that these have been interesting times. I've learned so much about the organization and our members who have shown, repeatedly, their kindness, resilience, and generosity, not *only* in this last year, but *especially* in this last year. This has been a tough time for everyone, from personal catastrophes, to individual and institutional financial emergencies, to complete disruptions of daily life and work. I have felt great comfort from our members, and I sincerely hope that you all have, too. I thank you all for the monumental work that you do to keep this organization going. It has been an honor to serve, and I am confident that I leave you in excellent hands when I hand off the gavel to Liza Vick on March 5th.

Susannah offered to answer questions, but there were none, and many Board members expressed their gratitude for her steady leadership during a very difficult year.

07. Student/Early Career Representative Jessica Abbazio

Jessica noted that she has created detailed instructions for the next representative to be able to tackle the collection and compilation of Annual Reports.

The Board thanked Jessica for contributing so positively in her role as Student/Early Career representative.

08. Editors' Reports

The Board reviewed all reports received, and thanks the editors for their service to MLA.

- a. Basic Manual Series (Kathy Abromeit)**
- b. Basic Music Library (Daniel Boomhower)**
- c. Copyright Web Site (Marci Cohen)**
- d. Index and Bibliography Series (Maristella Feustle)**
- e. Music Cataloging Bulletin (Billet)**
- f. Newsletter (Kepich and Pearson)**
- g. Notes (Sauceda)**

- h. Technical Reports (Jon Saucedo)**
- i. Open Access (Kathleen DeLaurenti)**

09. Special Officers' Reports

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all instances, the Board greatly appreciates the officers' contributions to the organization.

- a. Advertising Manager (Mantz)**
- b. Convention Managers (Justice and Yang)**
- c. Development Officer (Lindsay Brown)**
- d. Placement Officer (Sara Outhier)**
- e. Publicity and Outreach Officer (Lisa Shiota)**
- f. Archivist (Melissa Wertheimer)**
- g. Web Manager (Henry)**

From Steve Henry's report:

As mentioned in my previous report, the current Web host for MLA's sites does not support the latest versions of PHP, which creates various problems, the most pressing being potential security issues. The Web Manager and Assistant Web Manager have discussed several times and agree it is time to migrate the site to a new hosting platform.

Steve recommends the hosting platform Reclaim Hosting, and requests funding for fees relating to migration, site hosting, and host services. Thus, during the Finance committee portion of the Board meeting, the Board voted to approve funding (see 10i, below).

- h. Management Services (Jim Zychowicz)**

10. Committee Reports

The Board reviewed all reports received. Commentary follows for those reports discussed during the meeting and for those with Board action requests. In all instances, the Board greatly appreciates the committees' contributions to the organization.

- a. Awards (Various)**
 - i. Best of Chapters (White)**
 - ii. Bradley (inactive)**
 - iii. Epstein (Sampsel)**
 - iv. Freeman (Peña)**

- v. Gerboth (Sheahan)
- vi. Publications: Duckles, Hill, O'Meara (Perera)
- vii. Coral IAML Travel Grant (Scott)

viii. Diversity Scholarship (Sauceda)

- b. Archives & Special Collections (Feustle)
- c. Cataloging & Metadata (Vermeij)
- d. Career Development and Services (Dederick and Sestricks)
- e. Development (Lindsay Brown)
- f. Diversity (Holmes)
- g. Education (Archer-Capuzzo)
- h. Emerging Technologies & Services (Jackson)
- i. Finance (Shelley)

1. Honoraria for Authors and Editors

BAR 1a: The Finance Committee recommends that when there are multiple authors for a monograph, the \$500 honorarium will be split between them at the time of payment as specified in their individual book contract, or at the authors' mutual discretion if a split is not specified.

This policy codifies that honoraria are split, as opposed to each author receiving \$500. The text in the BAR provisionally appears verbatim in the Fiscal Policies Handbook (FPH, 4a., p. 14).

The motion passed.

BAR 1b: The Finance Committee recommends adoption of the following policy related to splitting of monographic series editor honoraria:

When there are multiple series editors for a book across the proposal, contract, and/or editing process, the \$350 honorarium can be assigned to the editor who carried out the majority of the work, or it can be split between them at their discretion. Either way, their mutual agreement must be articulated for MLA via contract or by jointly notifying the Administrative Officer in writing before publication. In the absence of documentation at the time of publication, the series editor honorarium will be paid to the editor who is in that series' office at the time of the book's publication. The series editors are encouraged to reach written agreement at the time of transition between appointed editors. Disputes will be adjudicated by the

Publications Committee chair in consultation with publisher A-R Editions and optionally the editors from the other monograph series.

The motion passed.

2. Corporate Credit Card

BAR 2: The Finance Committee recommends adoption of the following policy related to MLA's corporate credit card:

Documentation (e.g., itemized receipts, itemized invoices) is required for all purchases made with the corporate card, including purchases that could be ordinarily reimbursed as per diem expenses. Documentation must be submitted to the AO promptly or by the AO's specified deadlines. Only the named card holder may use the card. It cannot be loaned or transferred. Use of the corporate card for personal or unauthorized purchases or cash withdrawals is prohibited. MLA may seek reimbursement from a cardholder in cases of undocumented purchases or for use of the corporate card that falls outside this policy. The AO and AAO, in consultation with the Finance Committee, may cancel an individual's corporate card if the situation warrants. The AO may send additional requirements and guidelines to card holders. Statements are generally monitored and paid monthly by the AO or AAO.

Note that the credit card is jointly held by MLA and by the Basic Cardmember (the Administrative Officer, or alternative party designated by the board). Per American Express, the Basic Cardholder is subject to a personal credit check and assumes personal liability for any charges that MLA does not pay. Unpaid charges can impact the Basic Cardmember's personal credit. This liability should be disclosed well before the person takes ownership of the card, so alternative arrangements can be made if needed. The Basic Cardholder should have chief control over bill monitoring and payment.

The policy provides clarification and greater transparency in cases of card misuse and responsibilities that fall on the Administrative Officer. The text in the BAR provisionally appears verbatim in the Fiscal Policies Handbook (FPH, 2j., p. 6).

The motion passed.

3. Stopping Check Payments

BAR 3: The Finance Committee recommends adoption of the following policy related to stopping check payments:

If a signed or unsigned check is lost by MLA, during mail delivery, or by the recipient, or if it remains uncashed beyond its expiration day, it should be voided in QuickBooks, and the MLA Business Office is authorized and directed to stop payment with the bank if the amount of the check or total package is over \$500; the AO is also authorized to stop payments. For amounts under \$500, the Business Office and AO shall use their judgment, based on circumstances.

Voided checks in MLA's possession that do not require stop payments with the bank (e.g., misprints, misfeeds, or those with errors) should be defaced so they cannot be re-used, and should be retained by the Business Office or AO; they should be marked in QuickBooks as voided; they should not be shredded or disposed of.

The policy provides guidance on stopping payment on checks written by MLA. The text in the BAR provisionally appears verbatim in the Fiscal Policies Handbook (FPH, 2r., p. 10).

Additional information: as of 2020, the bank fee is nominal, \$22 per check, and the process is online and simpler than in years past. Stopping most checks at lower amounts (even \$100 or \$300) cumulatively incurs costs that exceed the value of the rare voided check that might get cashed.

The motion passed.

4. Master Account and Comp Rooms

BAR 4: The Finance Committee recommends adding the following text to the Master Account and Complimentary Guest Rooms policy:

If an individual declines a room, or if two recipients room together, the value of any surplus complimentary rooms is to be applied to the hotel invoice to offset other meeting expenses, unless the board authorizes exceptions (e.g., for emergency circumstances or support of initiatives).

Background: There is already a policy on who is placed on the master account and who has rooms covered by MLA (from the operating budget or by using complimentary rooms provided per hotel contract). This additional language provides guidance on how to manage surplus rooms if a designated party does

not use their room. This policy was originally suggested by the Planning Committee and was largely agreed upon by the board in Denton 2019, and only needed a BAR. The idea was to remove the specter and hard feelings of who is deserving or well liked, The text in the BAR provisionally appears verbatim in the Fiscal Policies Handbook (FPH, 8h., p. 28).

The motion passed.

5. Research Awards

BAR 5: The Finance committee recommends that the Gerboth/Bradley awards be funded at \$2,200 for FY22 (2021-2022).

The FY21 award amount was \$2,000.

BAR 6: The Finance Committee recommends that the Epstein award be funded at \$8,200 for FY22 (2021-2022).

Note that this fund is different from the other awards, in that it requires use of 75% of the fund earnings from the year. The FY21 award amount was \$5,700.

The motion passed.

6. Publication Awards

BAR 7: The Finance Committee recommends that the Duckles award be funded at \$1,000 for FY22 (2021-2022).

The FY21 award amount was \$1,000.

BAR 8: The Finance Committee recommends that the Hill award be funded at \$300 for FY22 (2021-2022).

The FY21 award amount was \$300.

BAR 9: The Finance Committee recommends that the O'Meara award be funded at \$230 for FY22 (2021-2022).

The FY21 award amount was \$220.

The motion passed.

7. Travel and Outreach Grants

BAR 10: The Finance Committee recommends that the Kevin Freeman travel grant be funded at \$2400 for FY22 (2021-2022).

The FY21 award amount was \$2,400.

The motion passed.

BAR 11: The Finance Committee recommends that the Diversity Scholarship be funded at \$3,000 for FY22 (2021-2022).

This award is calculated according to 4.5% of a four-year average of the fund. It will continue to be calculated according to the number of years of the scholarship's existence from that year until FY22, when it will follow the standard five-year average formula. The FY21 award amount was \$2,700.

The motion passed.

BAR 12: The Finance Committee recommends that the Paraprofessional/Public Librarian Travel Grant be funded at \$2,500 for FY22 (2021-2022).

This fund has now reached endowment and this grant will be offered in FY22 for the first time.

The motion passed.

8. Achievement Awards

BAR 13: The Finance Committee recommends that the Ralph Papakhian Special Achievement award be funded at \$500 for FY22 (2021-2022).

This award is funded from the operating budget, rather than an endowment. The FY21 budget includes \$500 approved for this award. The FY20 award amount was \$500.

The motion passed.

9. Endowments

BAR 14: The Finance Committee recommends use of the Wicker endowment not to exceed \$800 for FY22 (2021-2022).

This award partially funds the First-Time Attendees reception. The FY21 award amount was \$800.

The motion passed.

BAR 15: The Finance Committee recommends use of the Ochs/Notes endowment not to exceed \$2,800 for FY22 (2021-2022).

This supports the Notes luncheon and other events subject to the discretion of the Notes editor. The FY21 award amount was \$2,700.

The motion passed.

BAR 16: The Finance Committee recommends use of the US RILM endowment not to exceed \$2,600 for FY22 (2021-2022).

This endowment supports MLA's \$10,000 subsidy to RILM. FY21 award was \$2,500.

The motion passed.

BAR 17: The Finance Committee recommends use of the MLA Fund not to exceed \$54,000 for FY22 (2021-2022).

This is the average of December 31 value of the fund over the past three calendar years. Up to 5% of that average or \$25,000 (whichever is greater) may be used to support the operating budget if necessary. The FY21 approved amount was \$49,000.

The motion passed.

These motions/BARs were not included in the February Board report, but were brought to the Board during the meeting:

BAR - Updating Open Access Songbook Expenses and Income in FY21 budget
The Finance Committee recommends amending previously approved income and expenses for the Open Access Songbook project in the FY2021 operating budget, from \$48,636 to \$3,502.10.

Background: up to \$50,000 was due to the Songbook arranger, depending on funds raised; the amount due was booked to back to FY20 by the accounting firm's senior partners during the FY20 audit, so no longer should be reflected in the FY21 budget.

The \$3,502.10 reflects the amount booked to FY21 for printing and other production costs.

The motion passed.

Motion/BAR - Web Manager (see 09.g)

Approve the expenditure of up to \$1,000 from the FY21 operating budget to support the immediate migration of MLA's WordPress sites to a Shared Hosting Plan under a new service provider.

Background: this includes a \$275 one-time fee for migration services for 11 WordPress sites from YourMembership to Reclaim Hosting; \$100/month commitment for hosting the 11 WordPress sites on Reclaim Hosting (4 months FY21); and \$50/month commitment for Reclaim Hosting's Professional Services for the WordPress sites (4 months FY21). Web Manager Steve Henry will assess suitability, and renew or upgrade his request as part of the FY22 budget-setting process.

The motion passed.

Motion/BAR - Diversity Scholarship (see 10.a.vii) **Approve expenditure of \$3,000 in FY22 to fund a second Diversity Scholarship for one year.**

Background: approving the expenditure now and paying from the FY22 operating budget, surplus, or approved FY22 MLA Fund amounts (TBD during budget setting) allows the second award to be advertised this spring, before the FY22 budget process. It also gives the board this calendar year to increase the Diversity Scholarship Fund enough to support a second award. (Any amount deposited now into the fund would not qualify to be part of the FY22 award calculations, since calculations are based on the past five full calendar years, through 2020 in this case.) Also, there is support in the Finance Committee to add funds to the current scholarship fund to support two scholarships each year beyond FY22. Administrative Officers are verifying surplus amounts and calculating amounts needed. The board would need to determine the best source of this funding and make a decision before the end of calendar year 2021, so funds can be transferred into the Diversity Scholarship Fund and included in next year's calculation.

The motion passed.

- j. **Legislation (Folk-Farber)**
- k. **Membership (Mallory Sajewski)**
- l. **Music Library Advocacy (Fairtile)**

m. Nominating (Clark)

It was moved by Jon and seconded by Casey to move into executive session.

The motion passed.

The Board discussed the nominating committee's recommendation for the new MLA Student/Early Career Board representative (pilot, year 2 of 3).

It was moved by Jon and seconded by Anne to accept the recommendation of the Nominating committee for Student/Early Career representative to the Board.

The motion passed.

It was moved by Jon and seconded by Casey to move out of executive session.

The motion passed.

At this time, the Board thanked Jessica for serving in this role, and noted how helpful it was to listen to and read her point of view during Board discussions. It was also very helpful that Jessica took on the responsibility of compiling the annual report. Susannah asked Jessica if she could reflect on her experience as the first person to serve in this pilot role.

Jessica reported that she had a great experience. Though it's time-consuming, she read all of the Board reports submitted for each meeting, and reflected that it was a useful way to learn about MLA and about the work of its members, committees, and officers. She read all of the reports, which was a good experience that she recommends to future representatives.

n. Oral History (Therese Dickman)

o. Planning (Sauceda)

From the report:

Amend the Administrative Handbook to correspond with current practices regarding the Assistant Planning and Reports Officer and their role as Interest Group Liaison. Specifically, clarify that a meeting between the APRO and IG Coordinators should take place on an "as needed" basis. See added text in red and eliminated text crossed out below:

II.E.11. PLANNING AND REPORTS OFFICER AND ASSISTANT PLANNING AND REPORTS OFFICER

One newly elected member-at-large is appointed by the President to collect the annual reports of special officers, committee chairs, and representatives to other organizations. The reports are compiled and published on the MLA website. The Planning and Reports Officer will serve as a liaison between the Board and the next annual meeting's Program Committee. The Assistant Planning and Reports Officer will act as the liaison between the Board and interest group coordinators, including receipt of letters supporting an Interest Group's renewal, and will schedule a meeting with coordinators **as needed**. The Planning and Reports Officer and the Assistant Planning and Reports Officer are ex-officio members of the Planning Committee, with the Planning and Reports Officer serving as Chair. (rev. 2/2013) (rev. 9/2013) (rev. 9/2016) (rev. 1/2019) (rev. 2/2020) **(rev. 2/2021)**

VIII.G. BOARD LIAISON

The Assistant Planning and Reports Officer will act as the liaison between the Board and the interest group coordinators, and will schedule a meetings **s** with the coordinators **as needed**. The Board liaison is charged with maintaining the list of current Interest Group Coordinators, and sending any changes to the list to the Administrative Officer. (rev. 5/2014) (rev. 9/2016) **(rev. 2/2021)**

The motion passed.

- p. Preservation (Perera)**
- q. Program (Shanton)**
- r. Public Libraries (Nelsen)**
- s. Public Services (Beckendorf)**
- t. Publications (Campana)**
- u Resource Sharing and Collection Development (Bonjack)**
- v. Web Committee (Henry)**

11. Joint Committees

The Board reviewed all reports received. In all cases, the Board greatly appreciates the committee's service to MLA.

- a. AMS, Joint Committee on RISM (Jim Cassaro)**
- b. MPA/MOLA Joint Committee (Gottlieb)**
- c. U.S. RILM Office (Boettcher)**

12. Representatives to Other Organizations

The Board reviewed all reports received. In all cases, the Board greatly appreciates the representative's work for the association.

- a. **MOUG (Heather Fisher)**
- b. **NISO (Nara Newcomer)**
- c. **National Recording Preservation Board (Jim Farrington)**

13. Old Business

a. Education Committee Workshop Funding

The Board focused discussions on whether--and how--to supplement registration for their proposed Groundwater workshop from the Racial Equity institute (see 0e.4 above).

Susannah outlined 4 potential models to consider:

1. the “usual” model: MLA doesn’t subsidize registration, and if the registration minimum isn’t met, the workshop is canceled
2. In this model, MLA steps in to subsidize the remaining minimum registration needed in order to avoid cancellation of the workshop (in the event that registration minimum isn’t met).
3. MLA offers initial funding to supplement registrations, and subsidizes remaining minimum registration needed in the event that registration minimum isn’t met. There are already a couple of Board members who would individually (out of personal funds) contribute to this supplement.
4. MLA subsidizes workshop registration entirely.

There is a lot of agreement that for this workshop, everyone who wants to attend should get to attend; let’s make this accessible for everyone. Yet, it is the case that *some* attendees have institutional funding, and it seems unwise for MLA to subsidize the full cost of registration if some people are able to pay. In other words: it feels unwise to “leave money on the table.” But, one of the biggest problems with option 3 is that it’s difficult to predict how an institution/employer would react to a registration form that discloses that if someone wants to attend, but *has no institutional funding*, that MLA will cover their registration.

Ultimately, it was decided that we should avoid complicated registration forms and procedures by embracing a model that looks like #4.

It was moved by Diane and seconded by Misti to subsidize the Education Committee’s workshop for summer 2021, up to 5500 dollars.

The motion passed.

14. New Business

a. Managing website updates based on Board decisions

In this brief discussion, Brian agreed that the assistant Parliamentarian will update the MLA website, not just the Administrative Handbook, when updates are needed due to Board decisions.

b. Award Committee for Paraprofessional/Public Librarians Travel Scholarship

It is exciting that MLA has this new travel scholarship, and now we've reached the time when we must decide: will this travel grant get its own committee? The Board quickly decided that it's most efficient to have just one committee handling all travel grants.

It was moved by Jon and seconded by Anne that the Freeman Award Committee will become the MLA Annual Conference Travel Award committee and that they will accept and review applications, and recommend to the Board, all travel awards to the MLA conference, including the Freeman award and Paraprofessional/Public Librarians Travel Scholarship.

Having served on the Freeman committee, Jon Saucedo confirmed that this additional work will not be onerous for one committee.

The motion passed.

c. Re-Appointment of Officers

It was moved by Kimmy and seconded by Brian to move into executive session.
The motion passed.

It was moved by Casey and seconded by Anne to reappoint the Administrative Officer for another term.

The motion passed

It was moved by Casey seconded by Anne to reappoint the Assistant Administrative Officer for another term.

The motion passed

It was moved by Liza and seconded by Anne to reappoint the Advertising Manager for another term.

The motion passed

It was moved by Brian and seconded by Casey to reappoint the Convention Manager for another term.

The motion passed

It was moved by Liza and seconded by Anne to reappoint the Assistant Convention Manager for another term.

The motion passed

It was moved by Brian and seconded by Liza to reappoint the Publicity and Outreach Officer for another term.

The motion passed

It was moved by Brian and seconded by Liza to reappoint the Assistant Web Manager for another term.

d. Reappointment of Editors

It was moved by Anne and seconded by Brian to reappoint the Basic Manual Series editor for another term.

The motion passed

It was moved by Liza and seconded by Brian to reappoint the Index and Bibliography Series editor for another term.

The motion passed

It was moved by Anne and seconded by Brian to reappoint the *Newsletter* Editor for another term.

The motion passed

It was moved by Casey and seconded by Liza to reappoint the Music Cataloging Bulletin Editor for another term.

The motion passed

It was moved by Jon and seconded by Diane to reappoint the Open Access Editor for another term.

The motion passed

It was moved by Anne and seconded by Diane to reappoint the Notes Editor for another term.

The motion passed

It was moved by Diane seconded by Liza to move out of executive session.

The motion passed.

e. Search Committee Recommendations

It was moved by Misti and seconded by Kimmy to move into executive session.

The motion passed.

i. Placement Officer (Johnson)

It was moved by Brian and seconded by Jon to accept the Placement Officer search committee's recommendation to hire Candidate B.

The motion passed

Susannah thanked Kirstin for the great work of the search committee.

It was moved by Misti and seconded by Liza to move out of executive session.

The motion passed.

ii. Technical Reports and Monographs in Music Librarianship Editor (Williams)

It was moved by Anne and seconded by Liza to move into executive session.

The motion passed.

It was moved by Jon and seconded by Casey to accept the recommendation of the Technical Reports and Monographs in Music Librarianship search committee to hire Candidate A.

The motion passed.

At this point in the meeting, the Board skipped ahead to e.iv while still in executive session.

iii. Assistant Web Manager (Heigemeir)

It was moved by Anne and seconded by Brian to move into executive session.

The motion passed.

It was moved by Jon and seconded by Anne to accept the Assistant Web Manager search committee's recommendation to hire Candidate A.

The motion passed.

It was moved by Jon and seconded by Liza to move out of executive session.

At this point in the meeting, the Board skipped to h.

iv. MLA-L Mediator/Assistant MLA-L Mediator (Royal)

It was moved by Liza and seconded by Brian to accept the recommendation of the MLA-L Mediator search committee to hire Candidate A.

The motion passed.

It was moved by anne and seconded by Jon to move out of executive session. motion passes.

v. Copyright Website Editor (Crawford)

At this point in the meeting, the Board was in executive session.

It was moved by Jon and seconded by Anne to accept the search committee's recommendation for Candidate A.

The motion passed.

It was moved by Liza and seconded by Jon to move out of executive session.

The motion passed.

vi. Development Officer

It was moved by Anne and seconded by Liza to move into executive session.

The motion passed.

It was moved by Diane and seconded by Anne to accept the recommendation of the Development Officer search committee for Candidate A to be hired.

The motion passed.

**f. Administrative Officer/Assistant Administrative Officer
Task Force Recommendation**

Background: this task force was formed because the AO/AAO duties are massive and unsustainable. Task Force chair (and for AO) Paula Hickner visited with the Board to discuss the Task Force work to date (see 14.fi and 14.fii). The main suggestion that Paula brought forward is that there be a Membership Officer and Assistant Membership Officer (MO/AMO) [working titles]. These positions would handle many behind-the-scenes administrative tasks associated with MLA, chapters, and IAML renewals, rosters, and so forth (that the AO's currently handle); these positions would not take over work that the MLA Business Office handles. The new positions would also handle the Administrative Structure tasks (e.g., web updates regarding committee appointments, assisting the president with appointment letters, etc.). It was noted that this was a snapshot of work in progress. Paula offered to answer the Board's questions about this proposal. Rudnick also answered some questions.

One initial question was: will these positions involve honoraria? If so, how will they be split? At the moment, the Task Force makes no recommendations about this, but many agree that this position probably warrants an honorarium given its critical work for the organization.

Another question is, will these two officers be on the Board or present at Board meetings? Paula said the task force did discuss this; it seems like the Board is large enough as is, but certainly at the very least, the MO/AMO will need to give timely updates and have frequent communication with the Board. There is general consensus that no, these won't be Board positions.

The Board next wondered about the reporting lines. It could be complicated for the MO/AMO to report through the AO, and at least some agreed it'd be best to keep the position separate from the AO. (The board did not hear the views of the AO's on this matter or consider workflows, nor had the task force discussed this in depth.)

Having the MO/AMO serve on the Membership Committee is an option, and desirable, but having them chair the committee is not desirable at this time. It was noted that the MO/AMO is not intended to be responsible for membership recruiting and retention.

Then, the Board discussed terms and rotations. Should these positions be 4 years, the first two years someone is in a "junior" role, and in the next two years, that person assumes a "senior" role? Or 1-2-1 (similar to the AO's now). Or, maybe these should be 5-year terms, similar to some IAML positions?

The Board also wondered if "Membership Officer" is the best title for this position. Would "Executive Membership Officer" be better, connoting an administrative role? Or,

Membership Services Officer? In a similar vein, it was noted that the AO title is also not clear, and that the task force had wondered if perhaps it should be renamed (e.g., Chief Financial Officer, Executive Financial Officer?) to be more clear to members, applicants, and outside parties).

The Task Force must regroup to make clearer recommendations about terms, responsibilities, reporting lines, and titles. There is general consensus among the board that something has to be done *now* about the overwhelming amount of work the AOs have. Thus, the voting members of the Board agree that we should try this solution instead of spending more time considering other options. The AO's were not asked their views privately within the board before the vote took place.

It was moved by Liza and seconded by Jon to establish an Officer position to oversee administrative membership activities for MLA--selected duties currently distributed between the Administrative Officer and Assistant Parliamentarian--with development of a full position description by the AO Task Force by the June 2021 meeting.

The motion passed.

g. Endowment Minimums

MLA has an endowment policy that requires \$50,000 minimum for establishing a named endowed fund, with provisions for exceptions. . The policy was set when Susannah was Development Officer [2014]. No money is expended from the fund until it reaches that minimum. . Also, .

\$50,000 generates enough for a real award or scholarship, but some awards are by nature smaller or are more of a token, and a smaller endowment, such as \$25,000, would be sufficient. Susannah thinks \$25,000 endowment levels are more typical. It would also be easier to achieve.

The Board agreed that this topic deserves more in-depth discussion, and will add this topic to its agenda for the June virtual meeting.

It was moved by Liza and seconded by Brian to move into executive session.

The motion passed.

At this point in the agenda, the Board moved to 14.e v.

h. Development goals

With Lindsay Hansen Brown finishing up her successful term as Development Officer, it's a useful time for the Board to consider what goals the incoming Development Officer might focus on when it comes to fundraising initiatives. A robust discussion yielded some ideas that can be passed along to new officer, Sara White, to consider in her planning.

Some ideas discussed were:

- A campaign to endow a second diversity scholarship (ultimately chosen as the best goal for the immediate time)
- More generous travel awards (such as the Freeman), for example, adding a stipend in addition to travel costs
- Endowing the Emergency Circumstances fund to be prepared for other catastrophic situations our members might face beyond the current pandemic
- A special event of sorts if MLA meets in person in Salt Lake City
- Partially subsidizing registration for the MLA 2022 annual meeting to account for likely reduced professional-development support many of our members will face
- An Open access initiative

i. Open Access goals

Still glowing in a goals-brainstorming mood, the Board discussed potential goals related to open access. What would we like to see accomplished this year? What are some other big initiatives we would like to see, beyond this year?

As a former chair of the Publications committee, Liza was eager to discuss some of her ideas. One idea is for the Open Access editor to develop a scope and infrastructure for receiving open access proposals, similar to the other MLA monographic series. Now that there is an editorial board for Open Access, they could possibly help in this endeavor. Another possibility for the group is pursuing grants--perhaps the editorial board might outline some key areas of interest so that they can apply for suitable grants and other timely funding opportunities.

It also seems like perhaps more members could be alerted to the existence of the Humanities Commons, and the MLA area within it.

These ideas will be passed along to Kathleen and her team.

j. Proposal for Co-Editors for Copyright Editor

The Board discussed a proposal from the search committee for Copyright Website Editor to adopt a co-editor structure, with two co-editors instead of one editor.

It was moved by Liza and seconded by Diane to approve the committee's proposal for structuring to have two co-editors.

Many agreed that a co-editor structure can help to ease workloads, while also providing mentoring opportunities (for whomever the "junior" or "assistant" editor is), but for now it is best to stay with the current structure, which is having one Copyright Website Editor. The motion did not pass.

15. Adjournment

It was moved by Liza and seconded by Jon to adjourn.

Appendix I

New Policies Adopted by the Board

- two new positions created: MLA-L Mediator and MLA-L Assistant Mediator (0a)
- a charge was accepted from the Electronic Scores Working Group (0d)
- the MLA Code of Conduct was revised to include the word "microaggressions" (0e, v)
- a charge was created for the Committee Recruitment Task Force (oe, 6)
- 1 statement issued, 1 statement signed:
 - Issued: [Statement from the Music Library Association Board in Response to the January 6, 2021 Attack on the US Capitol](#)
 - Signed: [Statement of Solidarity with KU Faculty facing a suspension of tenure](#)

- Honorarium changes for multiple monograph authors and series editors (10i.1)
- Corporate credit card policies--requiring documentation/receipts, card can only be used by named card holder (10i.2)
- MLA Business Office and AO are authorized to stop payment for checks over \$500 and void payment in Quickbooks for missing and uncashed checks; they will use their best judgment for checks under \$500 (10i.3)
- Master Account and Complimentary Guest Rooms policy clarified for surpluses arising from a declined complimentary room
- Approval of funding a second diversity scholarship for one year (10i.9)
- AH update noting that Asst Planning & Reports Officer coordinates a meeting between APRO and IG coordinates only "as needed." (10o)
- The name of the Freeman Award Committee changed to MLA Annual Conference Travel Award committee (14b)
- A position was created--an Officer position to oversee administrative membership activities for MLA (14f)