

I. May 2021

II. Parliamentarian's Report

III. Brian McMillan, Parliamentarian; Kristi Bergland, Assistant Parliamentarian

IV. Board Action Required

BAR 01: Revise the following sections of the Administrative Handbook to reflect the current roster of MLA Special Officers:

Note: These Administrative Handbook changes correspond to item 09.o.D at the June 2020 Board meeting (establishment of MLA-L Mediator and MLA-L Assistant Mediator positions) and item 08.g at the May 2019 Board meeting (establishment of Assistant Web Manager position).

June 2020 Board meeting: 09.o.D **Bar: The Board will designate an official mla-l mediator* and assistant mediator, with staggered terms, who will determine and address violations of the MLA Code of Conduct that appear within the mla-l forum, and attempt to resolve them.**

May 2019 Board meeting: 08.g **BAR: It was moved by Misti and seconded by Beth that the structure for the Web Manager be changed to mirror that of the Administrative Officer, meaning that an Assistant Web Manager be instituted, and the cycle be one year as Assistant Web Manager, two years as Web Manager, and a one year as Assistant Web Manager.**

III.A.1. CURRENT SPECIAL OFFICERS

There are ~~eight~~ **eleven** special officers of the Music Library Association: the Convention Manager, the Assistant Convention Manager, the Placement Officer, the Publicity & Outreach Officer, the Advertising Manager, the Development Officer, the Archivist, ~~and~~ the Web Manager, **the Assistant Web Manager, the MLA-L Mediator, and the MLA-L Assistant Mediator**. They coordinate and oversee the annual convention, the MLA Placement Service, publicity for the MLA, advertising in *NOTES*, development activities, the MLA Archives, ~~and~~ the MLA website and Web Committee, **and application of the MLA Code of Conduct in the Association listserv** respectively. (The Convention Manager and the Placement Officer have separate manuals.) Special officers must be

personal members of MLA in good standing. (rev. 5/2011) (rev. 6/2012) (rev. 9/2012) (rev. 2/2017)

II.A.4.i. HONORARIA/REIMBURSEMENT/PER DIEM

No elected officer, member, or delegate of a member receives compensation as such. The Administrative Officer, Convention Manager, *Notes* Editor, Open Access Editor, and Web Manager receive an honorarium, the amount determined by the Board. The Administrative Officer, Assistant Administrative Officer, Advertising Manager, Archivist, Convention Manager, Assistant Convention Manager, Development Officer, Placement Officer, Publicity & Outreach Officer, Web Manager, **Assistant Web Manager, MLA-L Mediator, MLA-L Assistant Mediator**, Copyright Website Editor, *Music Cataloging Bulletin* Editor, *Notes* Editor, *Notes* Assistant Editor, *Notes* Book Review Editor, *Notes* Music Review Editor, *MLA Newsletter* Editor, and Open Access Editor receive gratis MLA regular membership and MLA annual meeting early-regular-member registration during years in which they serve. (rev. 6/2008) (rev. 3/2011) (rev. 3/2014) (rev 2/2017)

BAR 02: Create greater flexibility in the number of members permitted to serve at any one time on award committees.

VI.H.9.a. PUBLICATION AWARDS COMMITTEE

The Publication Awards Committee recommends to the Board publications that it regards as qualified to receive the following prizes awarded annually by MLA:

1. The Vincent H. Duckles Award for the best book-length bibliography or other research tool in music, including works dealing with music librarianship;
2. The Richard S. Hill Award for the best article on music librarianship or article of a music-bibliographic nature.
3. The Eva Judd O'Meara Award for the best review in *NOTES*.

Publications are considered during the year following their imprint date and awards are announced at the annual meeting in the year following, that is, prizes for publications issued in 1981 are announced in 1983, etc.

The Awards Committee consists of three **or more** members each with staggered three-year terms. The chair rotates each year to **a the** member beginning the third year of their term. All members of this committee must be personal members. (rev. 7/2011) (rev. 6/2021)

VI.H.9.b. WALTER GERBOTH AWARD COMMITTEE

The Walter Gerboth Award Committee consists of three **or more** members, with staggered three-year terms, appointed by the President. The chair rotates each year to **a the** member beginning the third year of their term. All members of this committee must be personal members. The Committee recommends the recipient or recipients of the Walter Gerboth Award to the Board annually. The award, made to music librarians who are members of the Association and in the first ten years of their professional or paraprofessional library careers or new to research, is made to help support a research project in progress. (rev. 7/2011) (rev. 9/2014) (rev. 4/2018) (rev. 6/2021)

VI.H.9.c. DENA EPSTEIN AWARD COMMITTEE

The Dena Epstein Award Committee consists of three **or more** members, with staggered three-year terms, appointed by the President to recommend to the Board annually one or more recipients of the Dena Epstein Award for Archival and Library Research in American Music. American music is defined broadly. The chair rotates each year to **a the** member beginning the third year of their term. All members of this committee must be personal members. The award is made to support a research project on any aspect of American music, utilizing resources or archives within the United States or abroad. For the purposes of the award, “American music” is defined here as music directly relating to or that has some direct connection with the United States of America. (rev. 7/2011) (rev. 9/2011) (rev. 2/2017) (rev. 6/2021)

VI.H.9.e. CAROL JUNE BRADLEY AWARD COMMITTEE

The Carol June Bradley Award Committee consists of three **or more** members, with staggered three-year terms, appointed by the President, to recommend to the Board annually a recipient of the Carol June Bradley Award for Historical Research in Music Librarianship. The chair rotates each year to **a the** member beginning the third year of their term. All members of this committee must be personal members. The award is made to support a research project for historical research in music librarianship. (rev. 7/2011) (rev. 9/2013) (rev. 10/2020) (rev. 6/2021)

VI.H.9.f. DIVERSITY SCHOLARSHIP AWARDS COMMITTEE

The Diversity Scholarship Awards Committee consists of three **or more** members, with staggered three-year terms, appointed by the President. The chair rotates each year to **a the** member beginning the third year of their term. All members must be personal members. The Committee reviews applications and recommends to the Board annual recipient(s) of the MLA Diversity Scholarship Award. The scholarship award supports eligible student(s) in a master's program in library and information science (MLIS), and reflects the ongoing commitment of MLA to address the growing need for professional staff in music and performing arts libraries to better reflect the evolving demographics of students and faculty in these fields. In addition to financial benefits such as tuition

support or relocation costs, successful applicants also receive a complimentary student membership in MLA, career placement assistance (mentoring program, resume review, career advisory service), and a forwarding of their application to the Kevin Freeman Travel Grant Committee. Selection is based on criteria reviewed annually by the Committee to ensure focus on outreach to underrepresented populations. The Committee will consult with the Chair of the Diversity Committee as needed. (added 5/2017; rev. 4/2018) (rev. 10/2019) (rev. 6/2021)

VI.H.9.g. BEST OF CHAPTERS AWARDS COMMITTEE

The Best of Chapters Awards Committee consists of three **or more** members, with staggered three-year terms, appointed by the President. The chair rotates each year to **a the** member beginning the third year of their term. All members must be personal members. The purpose of the committee is to solicit and receive nominations annually from the chapters for presentations to be considered for the Best of Chapters Session at the annual meeting, to review and make decisions about which presentations should be given at the annual meeting for that session, and to review policies and procedures for said nominations on a regular basis for necessary revision. (approved 10/2004; added with rev. 7/2017) (rev. 6/2021)

BAR 03: Revise the following sections of the Administrative Handbook to introduce the requirement of implicit bias training for all Music Library Association committee members, subcommittee members, interest group coordinators, special officers, and editors:

Note: This Administrative Handbook change corresponds to item 12a in the minutes of the June 2020 meeting. Further revisions to introduce the requirement for implicit bias training for Board members will be proposed at the Fall 2021 Board meeting.

June 2020 Board meeting: 12.a. **BAR: It was moved by Jon and seconded by Liza to require that all Music Library Association committee members, subcommittee members, interest group coordinators, special officers, editors, and Board members take an implicit bias test to reveal their biases (to themselves), or, complete implicit bias training.**

[Interest Group Coordinators] VIII.B.2. STRUCTURE

Each interest group is led by a Coordinator appointed by the President in consultation with the Board and other parties as appropriate. Coordinators must be current, personal members of MLA. **Coordinators must take an implicit bias test or complete implicit bias training each year and report this activity to the Planning and Reports Officer by May 1.** The Coordinator serves no more than four consecutive years unless an exception is made by the President. The appointment of co-coordinators is discouraged. There are

no other officers and no specified membership. Interest groups do not have members; they have attendees. (rev. 9/2012) (rev. 9/2016) (rev. 2/2017) (rev. 6/2021)

[Special Officers] 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. **Special officers must take an implicit bias test or complete implicit bias training each year and report this activity in their spring Board reports.** (rev. 7/2018) (rev. 6/2021)

[Editors] V.A.3. PUBLICATIONS AND EDITORS

MLA publishes the following titles in addition to the MLA and Copyright for Music Librarians websites: *NOTES*, the *MLA Newsletter*, the *Music Cataloging Bulletin*, the *MLA Index and Bibliography Series*, the *MLA Technical Reports*, and the *MLA Basic Manual Series*. Each publication has an editor or editors—appointed by the President with approval of the Board and in consultation with other parties as appropriate—who, with the Publications Committee, oversee the Association's publications. Editors must be personal members of MLA in good standing. **Editors must take an implicit bias test or complete implicit bias training each year and report this activity in their spring Board reports.** (rev. 5/2014) (rev. 2/2017) (rev. 6/2021)

[Committee members] VI.A.3. TERMS OF OFFICE

Except when otherwise specified, committee chairs and members may serve no more than 4 consecutive years, as stated in the Report of the Ad Hoc Committee on Term Limit Appointments, August 2000. Service as a member does not preclude subsequent service as chair with four additional years. **Committee members and chairs must take an implicit bias test or complete implicit bias training each year. This activity is reported in each committee's spring Board report.** In consultation with the President, committee chairs may request the resignation of members who are not contributing to the fulfillment of the committee's charge. Members may be reappointed after being off a committee for one year. (rev. 6/2021)

[Subcommittee members] VI.A.6. SUBCOMMITTEES

The President appoints subcommittee members according to the procedures described above for committees. Subcommittees are responsible to and report to the parent committee. **All subcommittee members and chairs must take an implicit bias test or complete implicit bias training each year. This activity is reported in each subcommittee's spring Board report.** (rev. 7/2011) (rev. 6/2021)

V. Other activities

a. **Administrative Handbook updates --**

- i. Administrative Handbook updates presented and approved in the Parliamentarian's Report at the February 2021 meeting have been submitted to the Web Committee (Chair: Kerry Masteller) to be updated on the MLA website. The updated full-text searchable version has been made available in Dropbox.

b. **Administrative structure maintenance --**

- i. Training on making administrative structure updates in YM and generating appointment and thank you letters was provided to Liza Vick (President), Elizabeth Hille Cribbs (Assistant Administrative Officer), Avery Boddie (former Assistant Parliamentarian), and Kristi Bergland (Assistant Parliamentarian). Administrative structure updates continued through this reporting period. Website changes not made automatically via YM updates were reviewed and updated manually where necessary. Changes to the MLA Chapter Chairs list were made when requested.

c. **Parliamentarian Handbook**

- i. The new responsibility of communicating web updates necessitated by Board decisions to the Web Committee (via the Web Committee chair) (decided at the Winter 2021 Board meeting under New Business 14.a.) was added to the Parliamentarian Handbook.
- ii. In anticipation of the responsibilities for Administrative Structure updates and the generation of appointment and thank-you letters transferring to a future Membership Officer position, procedures were *not* added to the Parliamentarian's Handbook. Instead, detailed instructions were drafted and posted to the "AdminStructure_Tasks--AsstParliamentarian_and_AOs" folder in the Appointments Spreadsheet" folder on Dropbox.

d. **The following changes were made to the Administrative Handbook that are the result of previous Board votes:**

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

To investigate aspects of public services interactions, including the examination of past and present trends, and projection of future trends in public services. To 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)

VI.H.9.d. KEVIN FREEMAN TRAVEL GRANT COMMITTEE

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 5/2017, rev. 10/2020)

VI.H.9.h. LENORE CORAL IAML TRAVEL GRANT AWARD COMMITTEE

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)

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)

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)

VI.H.5. NOMINATING COMMITTEE

VI.H.5.a. CHARGE

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)

Appendix B.: MUSIC LIBRARY ASSOCIATION CODE OF CONDUCT

Our Values

The Music Library Association (MLA) stands with other library organizations in its opposition to any persons or groups who espouse racism, hatred, bigotry, and violence of any kind. The MLA is committed to developing and maintaining communities of practice that are inclusive, diverse, equitable, and that encourage the free exchange of ideas and information.[1] The MLA (including its chapters) holds professional meetings to provide its membership with an opportunity to engage, continue to learn, build professional networks, and discover new and interesting developments in music librarianship and beyond.

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. (added 1/2018; rev. 2/2021)

[1] [Codes of conduct](#) from the American Library Association and Digital Library Federation, in particular, were used as a model for this document. The MLA Board would like to thank the Planning Committee for work on this document.

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 meetings 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)

e. The following web content updates were sent to the Web Committee:

Charge of the Electronic Scores Working Group

0.d [Winter 2021]: It was moved by Jon and seconded by Casey to accept the charge from the Electronic Scores Working Group.

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.

Charge for Committee Recruitment Task Force

Of.6. [Winter 2021]: Committee Recruitment Task Force Draft Charge

The Committee Recruitment 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.