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.

October 5: 2 pm to 6 pm, EST
October 6: 11 am to 3 pm, EST
October 7: 2 pm to 6 pm, EST

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

Actions approved by the Board via email prior to this meeting:

0a. It was moved by Diane and seconded by Brian to approve the updated charge for the Reference Access and Services subcommittee to (additions in red):
   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.

The motion passed.

0b. It was moved by the Planning committee to adopt changes to the eligibility for the Freeman award.
   Background: In an effort to expand eligibility and increase inclusivity for the Freeman award, the Freeman Award committee and Planning committee discussed and agreed upon changes to the eligibility of the award.
Preference will be given to applicants who demonstrate and clearly describe their commitment to working with music collections and services.

To apply, you Applicants must:

- Be a regular, paraprofessional, early career, or student member of the Music Library Association

AND BE ONE OR MORE OF THE FOLLOWING:

- in the first three years of your career
- a graduate library school student aspiring to become a music librarian
- a recent graduate (within one year of degree) of a graduate program in librarianship who is seeking a professional position as a music librarian, OR
- a recent graduate (within two years of degree) of a graduate program in librarianship who is currently working toward a second graduate degree (for example, an MM or MA) and, upon completion, will be seeking a professional position as a music librarian currently working toward a post-MLIS (or equivalent) graduate degree or advanced certification

Clean text version:
Preference will be given to applicants who demonstrate and clearly describe their commitment to working with music collections and services.

Applicants must:

- Be a member of the Music Library Association

AND be one or more of the following:

- in the first three years of their career
- a graduate library school student
- currently working toward a post-MLIS (or equivalent) graduate degree or advanced certification

The motion passed.
0c. It was moved by Jon and seconded by Anne to provide a chapter grant of 500 dollars to the Atlantic chapter.
In their chapter grant application, the Atlantic chapter noted that funds would be used to purchase technology, such as webcams and headsets, to distribute to members who wish to attend chapter meetings and conferences online, but cannot afford to do so.

The motion passed with one abstention.

0d. It was moved by Jon and seconded by Liza to approve the MLA/TLA 2021 Task Force’s recommendation for a virtual 2021 MLA/TLA meeting.

Background: In May 2020, the MLA Board created an MLA/TLA 2021 Task Force and charged it with assessing the feasibility of holding the planned 2021 meeting in person, due to the uncertain and unpredictable threat and duration of the COVID-19 pandemic. The meeting was scheduled to take place March 3-7, 2021 in Cincinnati, OH at the Hilton Cincinnati Netherland Plaza. Ultimately, the MLA/TLA 2021 Task Force’s initial charge was to make a recommendation to the Board on whether the Association’s annual meeting in 2021 should be face-to-face or virtual.

From the report, sent to the Board on July 2, 2020:

“Based on the current increasing nation-wide infection rate as of this writing, and the outlook for libraries (or their parent institutions) being able to operate normally within any predictable time, it seems very unlikely that members will have the concrete information needed to decide whether to attend an in-person event. The projection of even 100 people in attendance seems unrealistic, especially if sessions are also offered virtually. Uncertainty of where the country will be in March 2021, coupled with the growing familiarity of engaging with others in online environments, leads us to believe that the MLA & TLA memberships will welcome a virtual meeting.”

When discussing the Task Force’s recommendation, many Board members acknowledged the difficulty of making a decision about something taking place so far into the future. The Board also discussed its gratitude to the difficult work of the Task Force.

The motion passed with one abstention.

0e. It was moved by Jon and seconded by Diane to adopt the charge of the Administrative Officer (AO)/Assistant Administrative Officer (AAO) Task Force.

Initial Draft of Charge:
The Administrative Officer (AO)/Assistant Administrative Officer (AAO) Task Force is charged with creating a proposal to decrease the labor of these two positions, with goals to:

- Significantly decrease the workload of the AO and AAO to make the position more sustainable for its holders, thereby diminishing organizational vulnerability and increasing the health of the organization;
- Decrease the number of required competencies (such as finance/investments, management of stored content in databases, and web editing) required of any one person in any individual role to complete the work successfully in order to create a larger pool of potential candidates;

Outcomes can include recommendations to: create a new position and/or positions with staggered terms that could be a special officer or a Board position; recommendations to assign duties to other officers or committee chairs; or recommendations for another division altogether. The Task Force should complete its work and make a recommendation to the Board by February 1, 2021 so that changes can begin taking effect after the 2021 annual meeting.

The Board discussed the draft charge, and current Tracey Rudnick (current Administrative Officer) suggested amending the charge in several helpful ways.

Amended draft charge (ultimately voted on below):

The Administrative Officer (AO)/Assistant Administrative Officer (AAO) Task Force is charged with creating a proposal to decrease the labor of these two positions, with goals to:

- Significantly decrease the workload of the AO and AAO, to make the positions more reasonable and sustainable for their holders, and strategically move selected tasks to other parties;
- Decrease the number of required competencies (such as finance/investments, management of stored content in databases, and web editing) required of any one person in any individual role to complete the work successfully;
- Reduce organizational vulnerability due to current over-reliance on and severe over-extension of one person;
- Increase the health and responsiveness of the organization by enabling task holders to focus on responsibilities in more detail, with reasonable time frames;
- Attract, create, and diversify larger pools of potential candidates by offering more reasonable, attractive job description(s), and by creating workloads and opportunities that render more individuals eligible, able, and willing.
Outcomes can include (but are not limited to) recommendations to: create a new position and/or positions with staggered terms that could be a special officer or a Board position; recommendations to assign duties to other officers or committee chairs; or recommendations for another division or structure altogether. The Task Force should complete its work and make a recommendation to the Board by February 1, 2021 so that changes (e.g., implementation, searches, and/or appointments) can begin after the 2021 annual meeting.

It was moved by Diane and seconded by Liza to accept the amendments (above) suggested by Tracey (and others). The motion to amend passed.

The motion to adopt the AO/AAO Task Force charge passed.

0f. It was moved by Anne and seconded by Diane to accept the recommendation of the Diversity Scholarship Award committee for its 2020 recipient.

All Board members agreed that the recommended recipient (Mia Watts) is an outstanding candidate, and worthy of the award. The Board also expressed its gratitude to the committee, knowing how difficult it was to select only one recipient when there were several highly qualified candidates.

The motion passed.

0g. It was moved by Anne and seconded by Liza to revise the charge of the Strategic Planning Task Force to update the coverage dates to 2022-2030.

Background: initially, the coverage date was to begin in 2021 (see original charge below). There are two main reasons that Task Force chair Holling Smith-Borne and Susannah agreed that beginning in 2022 might be better. One reason is that the Task Force will likely request that MLA budget funds to hire a consultant for the planning process. Yet, the current environment of both economic and pandemic uncertainty leads many to conclude that it would be better to make budgetary decisions relating to strategic planning one year later. The second reason is that there were concerns the pandemic and its effects on employment and family (caregiving) responsibilities might leave some Task Force members unable to devote the time needed to the work of strategic planning.

Original charge: The Strategic Planning Task Force shall create a strategic plan for the organization for 2021-2030. As part of this process, the Task Force will develop a) four or five main goal areas, and b) two to three measurable and actionable annual objectives for each goal area. All goals and objectives should reflect the values of diversity, equity, and inclusion. This plan should incorporate
input from the membership through several feedback opportunities. Once the plan is drafted and approved, the larger goal areas will be reevaluated every three years by the Planning Committee, incorporating new information from the organization’s regular Climate Surveys and updating and rolling over the goal areas as necessary. The annual objectives will also be evaluated annually by the Planning Committee at each Spring Board Meeting.

The motion passed.

Oh.
In its report, the MLA/TLA Task Force outlined 3 options (and later, a fourth suggestion became available) for how to negotiate the Cincinnati Netherland Plaza contract and the penalties associated with canceling the in-person conference.

The four options under consideration were:
1. A hybrid meeting with 100 or 200 in-person attendees (with conference costs of $89,000 and $35,000 respectively)

2. Cancel and pay the full fee: $122,000

3. Within 30 days of the official 2021 cancellation notice, MLA will sign a 2024 contract for mutually agreed upon dates and pay the hotel $61,014.40. Upon operation of the 2024 program, the hotel will credit the master account $30,507.10.

4. Within 30 days of the official 2021 cancellation notice, sign contracts for the MLA 2024 and 2026 meetings (over mutually agreeable dates) and the hotel will waive all 2021 cancellation penalties.

After a considerable amount of careful discussion, most Board members agreed that Option 3 was the best option for MLA when it comes to both financial health and future meeting flexibility.

It was moved by Jon and seconded by Anne to adopt the following option from the Cincinnati Netherlands Plaza Hotel in regard to canceling the hotel contract: within 30 days of the official 2021 cancellation notice (of the in-person annual meeting), MLA will sign a 2024 contract with the hotel for mutually agreed upon dates and pay the hotel $61,014.40 (cancellation penalty). Upon operation of the 2024 program, the hotel will credit the master account $30,507.10.

The motioned passed.

01. Approval of Agenda
It was moved by Misti and seconded by Liza that the Board approve the agenda. The motion was passed.

02. Recording Secretary’s Report Misti Shaw

a. It was moved by Misti and seconded by Liza that the minutes of the May 2020 Board meeting be approved.
   The motion passed.

b. It was moved by Misti and seconded by Diane that the minutes of the June 2020 Board meeting be approved.
   The motion passed.

03. Parliamentarian’s Report Kimmy Szeto

Kimmy gave a brief overview of his suggestion that we vote to remove an obsolete reference in the Administrative Handbook, since the statement about suspended funding is no longer the case.

From his report:

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

The Carol June Bradley Award Committee consists of three 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 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. The Carol June Bradley Award is suspended until 2019, to allow for a fundraising campaign to bring the award fund to $25,000. (rev. 7/2011) (rev. 9/2013) (rev. 10/2020)”

It was moved by Kimmy to amend the Carol June Bradley Award committee language in the Administrative Handbook.
   The motion passed.

Kimmy reminded us that at the Board meeting in June, we spent a lot of time discussing how the MLA Business meeting procedures can be improved (such as the introduction of new business items). Yet, since the 2021 annual meeting will take place virtually,
there will be a different set of challenges to work on for the Business meeting. So, Kimmy and assistant parliamentarian Brian will wait for further information before assisting with planning for the 2021 Business meeting. Susannah thanked Kimmy for his forethought, and she looks forward to hearing his and Brian’s proposals.

04. Administrative Officer’s Report Tracey Rudnick

From her report:

“**A Note on Operations and COVID-19**

In June 2020 the board voted on an operations and awards budget for FY21 that is balanced, without use of the MLA Fund. Most travel expenses were omitted. The convention budget lines will be prepared and approved later this fall, after more is known about an in-person versus virtual meeting due to COVID. As noted in the last report, some financial impacts of the COVID shutdowns will not be felt until future years, e.g., as publication revenues or online royalties are paid out after the calendar year, or if cash-strapped advertisers gradually cancel.

MLA fiscal operations have been modestly impacted by COVID and related social and economic events, in the same way many of us are impacted in our daily institutions. The Business Office and AO have had to adjust some procedures. As with the world around us, exhausted and stressed service providers, officers, or committee chairs may find themselves making more errors than usual. This creates some problems for the Business Office and/or AO to solve, but so far all have been surmountable. Patience, calmness, and compassion (and vigilance) are a part of successfully navigating these difficult times.

**BUDGET REPORT FY2020 (year-end summary)**

Total operating income for FY20 was $424,891.12 ($11,078.88 less than the budgeted $435,970.00). $14,445.00 was transferred into the operating budget from MLA’s named funds to supplement designated awards and other expenses, with $11,925.00 of that being used as additional income, and $2,520.00 of unused funds transferred back. Expenses for FY20 totaled $387,332.36 (84.82% of the budgeted $456,676.00), yielding a net income of $49,483.76. Much of this surplus was due to cancellations or deferred expenses due to COVID. FY20 had been budgeted with a planned deficit, with the intent to use approved amounts from the MLA Fund (up to $45,000) if necessary. However, the deficit did not materialize, and the MLA Fund was not used. Most FY20 comments appeared in previous AO reports, with some remaining comments below, for comparison and final reporting.
BUDGET REPORT FY2021 through 9/24/2020

INCOME
As of September 24, 2020, total income (not including chapter dues, donations, and voted-upon awards income) was $97,224.29, which is 38.81% of the budgeted FY21 income of $250,520.00. (Note that this budget figure does not include conference income, plus other budgeted income was significantly reduced in anticipation of COVID impacts.) By contrast, a year ago, as of September 24, 2019, total income was $112,950.53, which was 25.91% of the budgeted income of $435,970.00.

Dues and Membership (1.0 and 1.2) – MLA, IAML, and Chapters
The board budgeted for lower dues income this year, given the economic impact of COVID, the new temporary Emergency Circumstances Membership ($24 suggested), and last year’s new Early Career membership. As of September 24, 2020, FY21 dues income was $89,166.00, which is 72.95% of the budgeted $122,235.00. This includes MLA and IAML dues. That figure will rise with IAML CY2021 renewals starting in November. MLA dues alone are at $88,166.00. Retired and Sustaining Members lead with 111% and 104.5% of budgeted amounts received, followed by Institutional and Corporate at 83%, and Individuals and Early Career at 74%. So far, renewals for individuals are comparable to last year, with some shifting to Emergency Circumstances; losses are from institutions. Note: this year, the cost of gratis memberships ($140 per recipient) is not deducted from the income totals above. It is reflected as an expense ($2,520 YTD) in budget line 8.08. This year’s dues income will thus appear slightly inflated compared to last year’s.

IAML dues received for CY2020 YTD are $14,075.00, or 105% of the budgeted CY2020 $13,390.

For chapters, the FY20 dues balance of $1887.00 was remitted in June to eight chapters (all but NYSO and SEMLA). As of September 17, 2020, MLA had received $4,990.00 FY21 dues on behalf of all ten chapters, including New York State-Ontario (NYSO) and SEMLA for the first time. These funds were remitted to chapters in September 2020. Any additional dues will be remitted later in the fiscal year. Several chapters also updated their join/renew web pages and links, to help reduce duplicate user profiles. Many thanks goes to Assistant Administrative Officer Elizabeth Hille Cribbs for her assistance.
Total membership as of September 24, 2020 is at 66.59% of last year’s final totals.

<table>
<thead>
<tr>
<th>MLA Members (Paid)</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21 YTD*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Member US *</td>
<td>419</td>
<td>417</td>
<td>362</td>
<td>221</td>
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<tr>
<td>Regular Member non-US</td>
<td>23</td>
<td>24</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Institutional Member US</td>
<td>182</td>
<td>163</td>
<td>152</td>
<td>124</td>
</tr>
<tr>
<td>Institutional Member non-US</td>
<td>69</td>
<td>67</td>
<td>72</td>
<td>42</td>
</tr>
<tr>
<td>Student Member US *</td>
<td>65</td>
<td>62</td>
<td>68</td>
<td>28</td>
</tr>
<tr>
<td>Student Member non-US</td>
<td>1</td>
<td>5</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Retired Member US</td>
<td>35</td>
<td>36</td>
<td>41</td>
<td>44</td>
</tr>
<tr>
<td>Retired Member non-US</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Sustaining Member US *</td>
<td>50</td>
<td>56</td>
<td>50</td>
<td>47</td>
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<tr>
<td>Sustaining Member non-US</td>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Associate Member US</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Associate Member non-US</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Corporate Patron US</td>
<td>5</td>
<td>6</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Corporate Patron non-US</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Corporate Member US</td>
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<td>5</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Corporate Member non-US</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Paraprofessional US</td>
<td>47</td>
<td>51</td>
<td>39</td>
<td>16</td>
</tr>
<tr>
<td>Paraprofessional non-US</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Early Career Member (new FY20)</td>
<td>N/A</td>
<td>N/A</td>
<td>44</td>
<td>30</td>
</tr>
<tr>
<td>Early Career Member non-US (new)</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td></td>
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<tr>
<td>Emergency Circumstances</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>19</td>
</tr>
<tr>
<td>Total</td>
<td>904</td>
<td>898</td>
<td>865</td>
<td>576</td>
</tr>
</tbody>
</table>

*US and Non-US categories merged starting FY21, except for institutional. Figures include FY21 gratis for 8 Individual, 0 Student, and 10 Sustaining ($140 gratis, paid $140). Total counts may not match income when multiplied out, due to refunds in progress, or other accounting adjustments. Totals do not include an additional minimum 15 Honorary Members (gratis) known to be living, and a few more of uncertain status. (Sources: QuickBooks report pulled and amended by Rudnick; list of honorary members.)

<table>
<thead>
<tr>
<th>IAML</th>
<th>CY18</th>
<th>CY19</th>
<th>CY20 YTD*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>79</td>
<td>90</td>
<td>71</td>
</tr>
<tr>
<td>Institutional</td>
<td>86</td>
<td>80</td>
<td>72</td>
</tr>
<tr>
<td>Total</td>
<td>165</td>
<td>170</td>
<td>143</td>
</tr>
</tbody>
</table>

*Two IAML CY20 memberships formerly counted as Institutional were reassigned as Individual, due to member errors when renewing. Refunds of the difference were issued.

**Sales Income (2.0)**

FY20 sales ended strongly, at $149,663.33 ($3,713.33 more than budgeted). Below are highlights.

*Notes* FY20 advertising ended at $20,386.00, slightly less than previously reported after adjustments, but still $1,386.00 more than budgeted, thanks to Advertising Manager Steve Mantz. So far, in FY21, *Notes* advertising is at
$6,305.00, about $1,000 less than last year at this time. Notes FY20 royalties ended at $96,902.47 ($3,902.47 more than budgeted). Most FY21 royalties will arrive later in the year.

Online advertising income for FY20 was $10,675.00, almost double the budgeted $5,750.00. For FY21 less was budgeted ($3,600.00) due to COVID. So far $315.00 has been received as of September 24, 2020, compared to $4,150.00 by this same date last year.

MLA received $8,656.16 in royalties from ALA in FY20, which was 46.79% of the budgeted $18,500.00. $614.03 came from Basic Music Library volume 1 and 2 sales; $6,000.00 had been budgeted, in part for the forthcoming Basic Music Library volume 3. $8,042.13 came from webinars/e-courses; this amount was less than budgeted ($12,500.00), but income still exceeded expenses. There is no FY21 income yet.

Meetings (3.0)
The board has not yet voted on a FY21 convention budget or rates at this writing. A registration opening date has not been set, and there is no FY21 income to report, aside from a late $300 ad payment from the Norfolk 2020 meeting.

Other Income (5.0):
Amazon Smile has brought in $185.20 for FY20. First Business Bank interest brought in $1,314.62 for FY20, but FY21 will likely be substantially lower due to revised rates, according to Jim Zychowicz.

EXPENSES
As of September 24, 2020, total expenses were $44,875.41, which is 16.73% of the budgeted $268,230.00.

Meeting (10.0)
As noted, there is no expense budget yet for the 2021 meeting. The usual deposits were not made to the 2021 Cincinnati hotel and exhibition vendor, pending a decision about in-person versus virtual during COVID.

Miscellaneous (11.0)
FY20 miscellaneous fees (including bank/credit fees) totaled $20,385.54, coming in at 84.94% of the budgeted $24,000.00. The surplus is largely due to the July investment advising fee ($2,409.69) being booked to FY21 rather than FY20. A $500 FY21 chapter grant was distributed to the Atlantic chapter.
Awards Issued (12.0)
$2,700 was paid to Mia Watts, the FY21 Diversity Scholarship winner in September 2020. All other award winners have yet to be determined.

The MLA Emergency Relief Fund was announced publicly May 18, 2020 by Development Officer Lindsay Brown. The amount raised as of September 24, 2020 included the $10,000 voted upon May 6, 2020 by the MLA Board (taken from surplus funds, and segregated in checking subaccount 1037.2), plus $8,450 in donations, for a total fund of $18,450. Award checks totaling $6,685 have been sent to eight recipients ($3,235 in FY20 and $3,450 in FY21). $11,765 remains in the fund as of September 24, 2020. These awards will not be subject to 1099 reporting, per MLA’s auditors, SVA, since “the amounts would not be considered income to the recipients given the nature of the amount, but rather as a gift/award/donation to an individual (SVA’s Kirsten Houghton, email to Rudnick, 9/22/2020).

Management Services (6.0)
Total management costs for FY20 were $150,011.48, which is 95.09% of the budgeted $157,764.00 (with $7,752.52 unexpended). COVID-related spring board meeting travel cancellations ($8,770 unused budgeted funds) offset over-expenditures that were outlined in the spring AO report, including legal fees, which at $7,115, were 203% over the budgeted $3,500. Besides the usual web hosting and Business Office service fees, $899.33 was paid in June 2020 (FY20) for the incoming Assistant Administrative Officer’s laptop and initial supplies/postage. FY20 audit and CY2020 tax form 990 preparation fees YTD so far are $7,500. This remains under the budgeted amount of $13,950.00, but at least two more smaller bills are likely to appear. There have been no legal invoices yet for FY21.

Program Expenses (7.0)
Final FY20 program expenses were $17,705.61, or 59.04% of the $29,988.00 allocation. Committee travel totaled $5,205.61 and was $11,932.39 under budget, mostly due to COVID-related cancellations (with 30.4% of the $17,138.00 allocation expended). The FY20 RISM subvention ($1,500) was paid in June 2020. A $1,000 subvention was paid July 2020 (FY21) to the National Recording Preservation Foundation. This is the second of five approved annual subventions, eventually totaling $5,000.

Other Member Services (Including Organizational Dues) (8.0)
Other Member Services for FY20 were at $14,007.22 or 89.25% of the budgeted $15,695.00. For IAML CY2020 dues collected YTD, MLA remitted $8,153.04 to IAML in June 2020 (amount budgeted: $7,737.00). Publicity and Outreach Officer travel/exhibits/presentations are normally the largest expense, outside of IAML dues, but were at 50% in FY20 ($2,144.18 total), due to travel cancellations. A new budget line 8.08 reflects the expense of offering gratis memberships to officers and editors. So far, $2,520.00 of the budgeted $3,145.00 has been used.

Publications (9.0)
Notes printing costs finished FY20 at $25,075.49, far lower than the $47,000.00 budgeted. This was in part because printing and shipping the June 2020 issue was delayed due to COVID-related institutional closings. Those expenses will appear in the FY21 budget (not yet billed). Expenses still would have been under budget, due to shrinking issue sizes. There was one more $500 honorarium after the last AO report for a FY20 e-course, Sara Manus's *Music Reference Skills for All Librarians* (paid in FY21).

See below for Open Access projects.

INVESTMENTS
Pat Wall from MLA’s Business Office said, “the 2nd quarter delivered an amazing recovery from the awful downturn we experienced in Q1. We had gains across all accounts (not counting our own deposits $7,127) of $198,825 which was almost a full recovery of the loss of $200,744 in Q1. What a ride.”

(Email to Rudnick 7/13/2020.)

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fidelity</td>
<td>$1,251,268.38</td>
<td>$1,290,304.21</td>
<td>$1,305,985.39</td>
<td>$1,371,498.94</td>
<td>$1,224,440.30</td>
<td>$1,373,313.58</td>
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<td>Calvert</td>
<td>$363,596.56</td>
<td>$383,738.20</td>
<td>$389,538.18</td>
<td>$410,235.28</td>
<td>$359,484.52</td>
<td>$416,563.77</td>
</tr>
<tr>
<td>Total</td>
<td>$1,614,864.94</td>
<td>$1,674,042.41</td>
<td>$1,695,523.57</td>
<td>$1,781,734.22</td>
<td>$1,583,924.82</td>
<td>$1,789,877.35</td>
</tr>
</tbody>
</table>

(See balance sheet for details.)

Award accounts at the end of the CY2020, Q2 (including CY2020 Q2 donations):

<table>
<thead>
<tr>
<th>Fund Totals (Fidelity+Calvert) As of 6/30/2020</th>
<th>Donations Apr-June 2020</th>
<th>Adjusted Totals</th>
</tr>
</thead>
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<tr>
<td>Temp Restricted Funds:</td>
<td>Fidelity</td>
<td>Calvert</td>
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<tr>
<td>Bradley</td>
<td>10,919.61</td>
<td></td>
</tr>
<tr>
<td>Diversity</td>
<td>74,009.21</td>
<td></td>
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<tr>
<td>Gerboth</td>
<td>41,717.13</td>
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<tr>
<td>Duckles</td>
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<td></td>
</tr>
<tr>
<td>Hill/O'Meara</td>
<td>12,167.06</td>
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<tr>
<td>Epstein</td>
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<tr>
<td>200.00</td>
<td>340.00</td>
<td>389.00</td>
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</table>

11,119.61 | 74,738.21 | 41,717.13 | 48,461.23 | 12,167.06 | 71,023.89
Freeman  58,541.42  |  110.00  |  58,651.42
Wicker  19,344.60  |  |  19,344.60
Ochs  65,401.26  |  100.00  |  65,501.26
RILM  63,501.12  |  200.00  |  255.00  |  63,956.12
Ratliff  57,396.27  |  |  57,396.27
Coral Travel  23,085.63  |  50.00  |  23,135.63
PPL Travel  47,724.00  |  440.00  |  60.00  |  48,224.00
IAML-US Mtg Fund  22,702.00  |  |  22,702.00
Subtotal  615,994.43  |  1,390.00  |  754.00  |  618,138.43
MLA Fund (Unrestricted)  1,110,093.28  |  200.00  |  250.00  |  1,110,543.28
Austerity  49,344.64  |  |  49,344.64
Awards (money mkt)  14,445.00  |  |  14,445.00
TOTAL  1,789,877.35  |  1,590.00  |  1,004.00  |  1,792,471.35

Note: the balances of award and other named funds are only updated after the quarter’s end. Table excludes short-term donations not in Fidelity/Calvert, e.g., conference donations, OA Songbook, Relief Fund, and Silent Auction.

Transfers:
- **Awards:** $11,925.00 (for FY20) was transferred in September from the Fidelity Z49 money market to First Business Bank checking. Unused FY20 funds ($800.00 Gerboth, $840.00 Coral) were transferred back to Fidelity Y94 (Temp. Restricted). **FY21 funds** will be transferred from Fidelity Y94 (Temp. Restricted), with the exception of funds that might not be used during COVID (TBD). $5,500.00 from the MLA Fund will be transferred to the **PPL Fund** at that time (per board vote, at Norfolk 2020).
- **Austerity Fund:** the $532.75 balance was transferred from the Z49 money market to Fidelity Y99.
- **Surplus:** the $130,000 surplus (formerly $140,000, with $10,000 now in the Relief Fund), has not been transferred, since the board rescinded the vote to transfer funds to Fidelity Y94, pending a decision regarding the 2021 conference and possible cancellation penalties.

Other notes: AO Tracey Rudnick met in August for the annual investment strategy review with advisor Charles Cristin. Since then, MLA now has a new representative, Michael Legrande. Rudnick and Cristin, and Rudnick and Wall are discussing the possibility of housing the Calvert funds at Fidelity (still in a Calvert account), to streamline operations, assuming no new fees. This would require a board vote later.

**OPEN ACCESS PROJECT(S)**
$44,110.83 Total donations reflected in QuickBooks
(funds received, not pledged; includes IndieGoGo)
- $3,357.50 Estimated costs to print 125 copies (with Peabody covering shipping)
$40,753.33 Estimated income at this writing, with possibly more donations to be received

Quotes and invoices are still being solicited by Open Access Editor, Kathleen DeLaurenti. No request-for-payment forms have been received by the AO, but it is anticipated that payments will be made during FY21. According to DeLaurenti (9/23/2020 email to Rudnick, Cleveland, et al.), the digital songbook “has had nearly 2,200 downloads and the various sheet sets have been downloaded more than 73,000 times.” It can be viewed at https://aperio.press/site/books/m/10.32881/book2/.

AUDIT
This year’s on-site MLA audit at A-R Editions was August 10, 2020, with questions and tasks for A-R and the Administrative Officer before and after. As of September 24, the audit file had moved to the audit partners for review, with the exception of the Statement of Functional Expenses. That section was done, but last year’s inaugural version is to be amended to match this year’s more refined version, for meaningful comparison. The auditors otherwise did not have any audit adjustments, other than entries provided by Pat Wall and Jim Zychowicz during fieldwork. Much of the documentation was provided to the auditors online this year because of COVID. A draft report should be available at the board’s fall meeting or shortly after. Preliminary comments from the Business Office suggest that the audit went smoothly, that the books were clean, and that this was one of the faster audits.

OTHER ACTIVITIES

Approved vendors list: Assistant Administrative Officer Elizabeth Hille Cribbs updated this year’s list.

Filings: AAO Cribbs filed for copyright on Notes, volume 76, and filed the chapter 990-N tax forms (e-Postcard) in August 2020.

IAML member numbers: thanks to AAO Cribbs and James Zychowicz, for their project to enter IAML member numbers into MLA’s Access database and YourMembership, and to IAML’s Treasurer Thomas Kalk, for providing information. This project is intended to smooth processes and improve data accuracy.

Many thanks to AAO Liz Cribbs for her dedication and time learning concepts, skills, processes, and resources for this role, along with the inner workings of the
organization, and for her assistance with many tasks, including (but not limited to) chapter renewals, selected RFPs, proofreading, and more.

**Many thanks to James Zychowicz and Pat Wall** at A-R Editions, for their advice, processes, efforts, troubleshooting, discussions, patience, and ongoing commitment to the organization, and thanks to all of us for dusting ourselves off and coming back to the wheel when the road gets rough, as we build, together.

**New AO/AAO Task Force:** President Susannah Cleveland charged an AO/AAO Task Force to decrease the labor of the AO/AAO positions. AO Rudnick is on this task force. Many thanks to past AO Paula Hickner for chairing, and to those serving. Past AO’s Janelle West and Paula Hickner had already been brainstorming the desperate need to reduce duties. AO Rudnick orally brought up the issue at the Spring 2019 board meeting, at which time the board voted to move Administrative Structure tasks to the next Assistant Parliamentarian. Rudnick’s AO report Fall 2019 formally mentioned the need to continue looking at the tasks and had noted that it is dangerous for the organization to rely so heavily on one person, and it is not reasonable, especially in this uncertain climate. Future applicants take note though, that this work is incredibly interesting and rewarding, and it is a distinct honor and pleasure to serve.

Tracey offered to answer questions on her report. Liza asked Tracey how often the MLA is audited; Tracey explains we’re audited once annually.

Susannah thanked Tracey for her work.

**05. Vice President’s Report** Liza Vick

Liza attended the Texas Music Library Association Chapter meeting, and noted that Madelyn Washington (University of Houston) gave an excellent presentation on anti-racism work, and wondered if the Board should revisit the idea of compiling a reading list on the topic of anti-racism, as Mallory Sajewski provided at the regional IAML-US session in the 2020 virtual meeting.

Liza offered to answer any questions; there were none, and Susannah thanked her for her work.

**06. President’s Report** Susannah Cleveland
From her report:

A significant amount of my time since our last virtual meeting in June has been spent on topics related to the 2021 annual meeting; I’m very pleased that we were finally able to come to an agreement with the hotel to reduce the long-term potential economic effect of cancelling the hotel contract for 2021, and expect to sign a revised contract in the near future. We’ve had many questions from members about logistics for the upcoming virtual conference, and I look forward to working with the conference task force to start making decisions on that front.

After more than a decade, Basic Music Library seems to be reaching completion. Rather than a report, I got an email update from Basic Music Library editor Dan Boomhower. From Amanda Maple: “…I have reviewed the second set of page proofs for chapters 1-9, pp. 3-258, and submitted the necessary corrections to Angela. I will finish reviewing the remainder of the volume (chapters 10-13, pp. 259-327) over the next couple of days, by September 30.”

We have a number of editors and special officers whose terms will expire at the end of the next annual meeting. I’ve been working with Liza to put together search committees for the following positions: Copyright Website Editor (Cohen); Technical Reports and Librarianship Editor (Sauceda); Assistant Web Manager (Buehner); Development Officer (Brown); MLA Archivist (Wertheimer); Placement Officer (Outhier). We are fortunate to have members willing to serve in these labor-intensive positions, and I extend my thanks to them for their four or five years of service.

While the scope of IAML was much reduced its virtual conference this year, it was still an engaging event that included many opportunities to interact with our national colleagues. I attended several sessions, including the Forum of National Representatives. It was noted that the two national branches that have additional organizations for music librarians—Denmark and the US—have notably lower membership and participation in IAML. It was heartening to see a great turnout of librarians from the US, however, for the IAML-US open discussion, “Libraries in the Time of COVID.” Mallory Sajewski and Liza Vick organized a stimulating session, and our branch’s level of participation points to a potentially more-engaging approach for MLA’s members to participate in IAML. As Darwin Scott notes in his report for the Coral Travel Grant, librarians are likely to see ever-decreasing travel funds, making attendance at international conferences even further out of reach; exploration of IAML-US-hosted virtual meetings, scheduled carefully, could give us greater opportunities for US librarians to interact with our
international colleagues in a more-attainable format.

Finally, it has been exciting, this summer and fall, to see so many of our chapters hosting robust virtual meetings, and I thank them all for being so welcoming to everyone. While Liza is officially our representative to chapters, I, too, have been attending as many of these meetings as possible for the sheer pleasure of seeing and hearing from our colleagues from around the country. Despite so much individual isolation in these unusual times, I have rarely felt closer to my MLA friends as I have these seasons, and I am grateful to our chapters for facilitating such connection. I hope that such open connectivity will be something we can maintain in some measure after the pandemic and its attendant restrictions no longer dictate so much of our professional lives.

In the Board meeting, Susannah noted that while she did not ask for a Board report from the MLA/TLA 2021 task force, much work has commenced. Task force members have been exploring available platforms for the 2021 virtual meeting, and task force members will soon meet to discuss options.

Susannah also expressed gratitude that the IAML virtual conference of 2020 was free; many MLA members enjoyed attending and learning from several of the sessions.

07. Student/Early Career Representative Abbazio

From her report:

I have been working with Misti Shaw, Recording Secretary, Katie Buehner, Assistant Web Manager, Jonathan Sauceda, Planning and Reports Officer, and Bruce Evans, former Planning and Reports Officer to organize and publish materials relevant to the 2017-2018 MLA Annual Report. By transferring all of the content from the MS Word files that committee chairs, special officers, and others submitted in 2018 (currently stored in Dropbox) to WordPress, we will be able to publish a version of this report that is consistent with the 2019 Annual Report and those that follow.

In my dual roles as Student/Early Career Representative to the Board and the Career Development & Services Committee’s advisor to MLStEP, I met regularly with the MLStEP officers throughout the spring and summer to discuss current and future projects. In addition to organizing and presenting a July 2020 virtual panel entitled “Transferable Skills and Special Libraries: An Interdisciplinary Conversation” (153 registrants, and 66 views of the recording on YouTube at the
time of this report), MLStEP has created a plan for the regular publication of content through the blog built into the MLStEP sub-site (accessible at mlstep.blog.musiclibraryassoc.org). I’m working with the MLA Web Managers to find an appropriate place on the MLA site for this link so that the MLStEP blog content will become more discoverable.

Susannah thanked Jessica for all her work on MLA annual reports.

08. Editors’ 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 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)

Unfortunately, Sandy Pearson has resigned her position as Newsletter co-editor due to workload reasons. Susannah reminded the Board that Sandy and Jacey had been exploring many changes and potential reinvigoration for the Newsletter, and in her brief service, Sandy contributed many valuable ideas. Nevertheless, work to update the Newsletter will continue. Web managers Steve Henry and Katie Buehner will help explore technical support and new platforms for the Newsletter.

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)
   i. Melissa offers a strong reminder to everyone that documents from MLA offices get submitted to the MLA archives; this is incredibly important.

 g. Web Manager (Henry)
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)
Susannah reminded us that there is funding for Freeman awards, but, because the upcoming conference will be virtual, the usual targeted expenses of travel and hotel are not relevant. So, she wondered if we want to distribute technical tools for participants to attend the meeting or as support for virtual conference registration fees? Liza agreed that the technology angle is a possibility worth exploring, especially since the Board recently voted to give a chapter grant to the Atlanta chapter for technology it could distribute to members who need it (though she also noted that there had been no applicants for this chapter program). Tracey notes that because the Freeman grant language indicates that the funds “support and encourage participation” at conferences, that these uses would seem to be in the spirit of the fund’s intent, if anyone has reservations.

Ultimately, the Board agreed that it might better know what to do with the Freeman funds after the Program committee has made decisions about what the 2021 virtual conference will entail.

 v. Gerboth/Bradley (Sheahan)

   vi. Publications: Duckles, Hill, O'Meara (Perera)
It was moved by Casey and seconded by Liza to move into executive session.
The motion passed.

**It was moved by Anne and seconded by Brian to accept the recommendation of the Awards committee for the O’Meara award.**
The motion passed.

**It was moved by Brian and seconded by Jon to accept the recommendation of the Awards committee for the Hill award.**
The motion passed.

Susannah explained that this year, the unfortunate hardships of the pandemic resulted in limited access to books that the Awards committee members would usually consider for the Duckles Award. The committee will revisit this in the winter to see if the access to interlibrary loan and local tangible collections makes this review more feasible.

*At this point in the meeting, still in Executive Session, the Board jumped ahead in the agenda to the Nominating committee. The Board moved out of executive session before coming back to the Awards vii portion of the agenda.*

**vii. Coral IAML Travel Grant (Scott)**

In his report, chair Darwin Scott suggests modifications to the timing of the Coral grant as follows:

> "Recommendation: Consult with the IAML Board of Directors about coordinating the timing, application period, and awardees for the Coral grant with IAML’s Liesbeth Hoedemaeker-Cohen Fund and the H. Robert Cohen / RIPM Fund for IAML Congress Travel Fund (established in 2017 and 2019, respectively). Presently there is no coordination of these rewards, and an MLA member can also apply for either of the Cohen grants, as was done in the case of the 2020 award applications reviewed by the committee in February 2020 before the MLA meeting Norfolk. Since the Coral grants are small and can only fund part of the expenses of an MLA member to attend a IAML conference in Europe or elsewhere outside the U.S., the question arose if it would be fair for one MLA member to be awarded two grants and give no award to another deserving U.S. applicant. The committee agreed that from an MLA/U.S. perspective, the two awards should be coordinated to avoid two awards going to one U.S. applicant, should they be the first choice of both IAML and MLA."

The Board agreed that coordination of timing could be a benefit to MLA and applicants. **It was moved by Misti and seconded by Diane to consult with the IAML Board of**
Directors about coordinating the timing and application period for the Coral grant with IAML’s Liesbeth Hoedemaeker-Cohen Fund and the H. Robert Cohen / RIPM Fund for IAML Congress Travel Fund (established in 2017 and 2019, respectively).

The motion passed.

Yet, many Board members did not share the committee’s view that it would be unfair for one MLA member to be awarded two grants, especially since travel to the IAML conference is so expensive that receiving one grant might not even cover a flight, let alone registration and lodging expenses. Thus, **it was moved by Misti and seconded by Brian that winners of the Coral travel grant award may also receive other awards to assist with travel-related expenses toward attending the same IAML conference.**

The motion passed.

Next, the Board discussed Darwin’s Recommendation B. From his report:

“Recommendation: Set award application announcement to early December of the year preceding that of the meeting with a mid-February deadline (if the awardee is to be announced at the annual MLA meeting) or later to match that for IAML (the 2018 award was announced in the fall with a January deadline). Presently there is no time set for the announcement of the Coral grant application. Further recommendation is for the application period to coincide with the IAML travel awards application period and deadline.”

Board members determined that in order for an application announcement to go out by early December, the Coral IAML Travel Grant Award committee would need to be appointed even earlier than that so that they can begin their work.

**It was moved by Liza and seconded by Misti that the president appoint the Coral Travel Grant Award committee by early September in odd-numbered years.**

Because there might be some variation in the frequency with which the travel grant might be offered, Liza suggested amending the motion so that the committee is appointed in the year prior to the award’s offering, rather than in odd-numbered years: **...by early September prior to the year in which the award is offered.**

Thus, the motion was amended to: **It was moved by Liza and seconded by Brian that the president appoint the Coral Travel Award committee by early September prior to the year in which the award is offered.**

The motion passed.
The Board then discussed Darwin’s suggestion that we change application criteria so that awards are given to applicants who have no institutional support, and for whom self-funding is insurmountable.

From his report:

“Recommend a clearer statement that applicants must have an accepted program presentation proposal for the upcoming IAML meeting and that the first priority for selection should be given to applicants who are first-year or newer IAML members in early stages of their careers who are not given support from their home institutions for attending the meeting and for whom self-funding would be an insurmountable or grave financial hardship. Is it within the scope and spirit of this award for unfunded, mid-level music librarians to receive a grant while denying it to newer MLA members who are library-school students, paraprofessionals, or those in their first years of music librarianship? The chair recommends that if one applicant receives partial funding from their host institution and equally deserving applicants are receiving no support at all, preference should be given to the candidates receiving no funding to attend a IAML meeting from their home institutions.”

Current language of the Coral IAML Travel Grant (as of early October 2020) can be viewed at:
https://www.musiclibraryassoc.org/page/CoralGrant

Within the language of the grant, this sentence appears: Applicants for the travel award should have little or no support from their home institution or library.

To kick off discussion of this topic, it was moved by Brian and seconded by Liza to adjust the language of the Coral Travel Grant to restrict the grant to only the people who have no support from their home institutions.

To be clear, this motion would result in the grant language (above) changing from:

Applicants for the travel award should have little or no support from their home institution or library.

To

Applicants for the travel award should have no support from their home institution or library.

Several Board members noted that the IAML conferences can be incredibly expensive to attend due to the costs of travel, and it is the case that some people might get a little
support from their home institutions, but it’s almost certainly never enough to cover the expenses of attending a IAML conference. In addition, earlier in the meeting the Board voted to allow winners of the Travel Grant to receive other awards to support travel for the same IAML conference, and so it seems that to be fair and consistent, a candidate should be eligible for the award even if they receive funding from their home institution.

Some pointed out that with this motion, we might have to further refine what “no institutional support” means, because sometimes people say they have no support but really, it’s that they have already spent their conference funding for the year and have no funds left. Brian suggests that in that case, maybe we should simply ask candidates to state all the support they’re eligible to receive in a year from their institution.

Diane made a suggestion that perhaps a better motion/change would be stating that “preference will be given to applicants with limited or no access to institutional funds for attending conferences.” Many members like this suggestion, because it gives applicants the flexibility to have a very small amount of support, and also, avoids the notion of a candidate having to list all the support they are eligible to receive in a year from their institution.

The Board voted on the motion on the table: to adjust the language of the Coral Travel Grant to restrict the grant to only the people who have no support from their home institutions. The motion did not pass.

Next, it was moved by Liza and seconded by Diane to adjust language in the Coral Travel Grant by changing the stated preference from “applicants should have little or no institutional support” to “preference will be given to applicants with limited or no access to institutional support for attending conferences.” The motion passed.

Finally, the Board discussed Darwin’s suggestions about what should be done with the Coral Travel Grant for the 2021 IAML conference.

From his report:

“Recommendation for 2021: Do not offer an award in 2021—or offer an award to selected MLA applicant(s) to cover registration charge for virtual attendance at a hybrid in-person/virtual or all virtual IAML 2021 congress in Prague in July 2021 if such virtual registration is not funded by the applicant’s home institution. A reminder to the MLA Board that the 2022 IAML meeting will be held in South
Africa. Travel will be very expensive for North Americans and institutional funding may be restrictive.”

To begin consideration of Darwin's suggestions, it was moved by Anne and seconded by Liza that in 2021, MLA offer an award to selected MLA applicant(s) to cover the registration charge for virtual attendance at a hybrid in-person/virtual or all-virtual IAML 2021 Congress in Prague in July 2021 if such virtual registration is not funded by the applicant’s home institution.

Several members agreed that if IAML meets virtually in 2021, that assisting someone with registration would be generous to consider. But, as noted earlier in the minutes, attending IAML conferences in person can be very expensive, so perhaps it might be better to save funds to be awarded for the next time the IAML conference is certain to meet in person.

The motion did not pass. The Coral IAML Travel Grant will not be given for a 2021 IAML conference.

viii. Diversity Scholarship (Sauceda)

b. Archives & Special Collections (Feustle)

c. Cataloging & Metadata (Vermeij)

d. Career Development and Services (Dederick and Sestrick)

e. Development (Lindsay Brown)

f. Diversity (Holmes)

g. Education (Archer-Capuzzo)

h. Emerging Technologies & Services (Jackson)

i. Finance (Shelley)

Anne thanked Liz and Tracey for updating the approved vendors list. Then, the Board voted on all the recommendations of the Finance committee.

Bar 1. The Finance Committee recommends approval of the recently updated Approved Vendors List.

The motion passed.

BAR 2. The Finance Committee recommends amending previously approved income and expenses for the FY2021 operating budget, as follows:

A. Silent Auction, from $1,280 income to $0 income.

This motion is because there probably will not be a silent auction during the virtual MLA/TLA 2021 conference.
The motion passed.

B. Interest Income (Savings Account), from $1,000 income to $100 income.

The motion passed.

C. Convention Manager site visit travel, from $4,650 expense to $1,092 expense
This motion is because CMs will no longer need to visit Cincinnati site for conference preparation.

The motion passed.

D. Development Officer “other,” from $4,000 expense to $0 expense
Development Officer Lindsay Brown suggested that since the MLA 2021 conference will be virtual, that it might be prudent to not spend money on conference donor activities or gifts. Yet, the Board believes that donors should receive a token of appreciation, whatever that may be, so this adjustment is not an idea the board supports.

The motion did not pass.

E. Publicity Officer travel, from $2,705 expense to $725 expense
Anne explains that Publicity Officer Lisa Shiota plans to attend virtual AMS, and there is a fee associated with exhibits there.

The motion passed.

F. OA Songbook, from $0 expenses to $48,635.83 expenses AND $0 income to $48,635.83 income.

The motion passed.

G. Chapter Support, from $0 expense to $500 expense.
Previously we had not budgeted for any chapter grants, but later the Board funded a chapter grant for the Atlantic chapter.

H. Emergency Relief Fund, from $0 expense to $15,000 expense
The Board originally set aside $10,000, and Lindsay raised an additional
$8450. We awarded $3200 in the previous fiscal year, and this year $3400 has been awarded. Thus, the remaining balance is $11,765. The Finance committee believes that $15,000 is still a good amount left to qualify as an expense.

The motion passed.

**BAR 3: Increase Program budget for 2021 Conference**

*The Finance Committee recommends approval of an updated budget request from the 2021 Program Committee, at $2,250.*

This is an increase of $500 over the originally budgeted amount, so that the committee can pay stipends to potential guest panelists for a MLA/TLA 2021 virtual conference plenary on diversity, equity, and inclusion.

The motion passed.

Anne thanked the AOs and Casey for all their work, especially Casey’s marvelous job of updating the fiscal policies handbook.

**j. Legislation (Folk-Farber)**

In its report, the Legislation committee requested that they add a co-chair to its leadership structure. In their proposed co-chair structure, the “senior” co-chair can mentor the “junior” co-chair with a 2-year rotation to ensure continuity of leadership.

It was moved by Jon and seconded by Diane to accept the proposal of the Legislation committee to move to a co-chair design with a 2-year rotation. The motion passed.

**k. Membership (Mallory Sajewski)**

At its June 2020 meeting, the Board discussed the Membership committee’s request to revise the charge of MLStEP so that “consulting with the Membership committee” is added to the charge (see 09.K). The Board agreed that the revision sounded logical, but wanted to consult with MLStEP to make sure that they were comfortable with the revision. In her role as a liaison to MLStEP, Jessica Abbazio consulted with them and confirmed that they are in support of this formal relationship and charge revision.

It was moved by Misti and seconded by Anne to add consulting with the Membership committee to the charge of MLStEP. The motion passed.

**l. Music Library Advocacy (Fairtile)**
m. Nominating (Moll)

At this point in the meeting, the Board was in Executive Session.

i. It was moved by Diane and seconded by Anne to accept the slate of candidates for MLA Board member-at-large.
The motion passed.

It was moved by Brian and seconded by Diane to award the citation to Candidate A.
The motion did not pass.

It was moved by Anne and seconded by Jon to award the Citation to Candidate B.
The motion passed.

It was moved by Anne and seconded by Casey to award the Citation to Candidate C.
The motion passed.

It was moved by Diane and seconded by Jon to award the Citation to Candidate D.
The motion passed.

It was moved by Misti and seconded by Liza to move out of Executive Session.
The motion passed.

n. Oral History (Therese Dickman)

In its report, the Oral History committee requested that they add a co-chair to its leadership structure. In their proposed co-chair structure, the “senior” co-chair can mentor the “junior” co-chair with a 2-year rotation.

It was moved by Anne and seconded by Brian to accept the recommendation of the Oral History committee that their chair structure change to a co-chair design with a 2-year rotation.

Next, the Board discussed the committee’s second request, which is that Oral History committee members be allowed to serve a second full or partial consecutive term to retain needed committee experience and committee work continuity while also seeking new and diverse membership. To begin the discussion, it was moved by Liza and seconded by Misti that Oral History committee members be allowed to serve a
second full or partial consecutive term to retain needed Oral History experience and committee work continuity while also seeking new and diverse membership.

In the MLA Administrative Handbook section VI.A.3 (Terms of Office), it states, “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. 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.”

Board members agreed that in order to ensure that everyone has a chance to participate in committee service, we should continue to follow the administrative handbook in this regard; members can still be reappointed to the Oral History committee if they have been off the committee for one year or more.

The motion did not pass.

o. Planning (Sauceda)
p. Preservation (Perera)
q. Program (Shanton)

The Program committee has been working on the especially daunting task of creating a successful program for the MLA/TLA 2021 virtual meeting—a program that takes advantage of the flexibility that a virtual conference offers, but also accommodates the disparate needs of the MLA membership as a whole. The committee submitted a creative proposal to have a 2-week conference with programming occurring mostly in 3-hour afternoon blocks, and committee meetings occurring throughout the day (likely in the second week). To begin discussion of this important topic, it was moved by Anne and seconded by Brian to accept the proposal from the Program committee.

Liz began the discussion by acknowledging how difficult it must be for the committee to tackle this program, and members agreed that they deeply appreciate how hard this committee has worked. Next, the Board discussed the suggestion of a two-week duration for the conference. Many members were concerned that by the second week, attendees would battle conference fatigue and dwindling energy. There was an overall reticence to a two-week duration for programming. Several members also expressed concern about the limited time blocks, which might make attendance a challenge for those whose library jobs offer limited flexibility, such as those who work in customer
service in the afternoons. Several members were worried that it would be difficult to convince MLA as a whole that a two-week conference is the best option without first considering other options/proposals from the Program committee. Members also had lingering questions about which sessions would be recorded, and how long recordings would be available to attendees.

The motion did not pass.

Because the motion did not pass and the Board could not leave the 2021 program schedule unresolved, Susannah agreed to contact committee chair Kris Shanton later that evening to establish a framework that could be used by the Board the next day in identifying alternative options to vote on. The Board moved on to other portions of the agenda, and then returned to this portion of the agenda the next day.

Susannah reopened discussion on the 2021 program by encouraging Board members to identify what they considered must-haves for the 2021 conference. Members agreed that all accepted sessions should be on the program schedule, that there should be no more than 7 days of presentations, that there be some networking/social time, a first-time attendees event, and an established online conference protocol/etiquette that will be communicated frequently throughout the event. In addition, members agreed that the plenaries and the MLA Business meeting should be unopposed in scheduling.

Several members had questions relating to the recording of sessions. Susannah clarified that all sessions will be recorded and that it will be up to us to determine how long recordings will be made available for viewing.

After more discussion, the Board coalesced around the ideas that the 2021 conference should include up to 5 days of programming (conference sessions) and exhibits, and that the MLA Business meeting should take place within those 5 days. Members also agreed that committee and interest group meetings should take place the following week and/or beyond, which can be accommodated if MLA purchases enough time for its conference platform (such as Zoom). It was agreed that committee and interest group meetings would be scheduled by their respective chairs and coordinators, but that a public schedule would be available to members ahead of the meetings so that those interested in visiting potential new committees or interest groups would have the opportunity to do so. The MLA/TLA 2021 Annual Meeting Task Force and the Program Committee will work on fine tuning and implementing the overall schedule.

It was moved by Diane and seconded by Liza that for the 2021 MLA/TLA virtual Annual meeting, up to 5 weekdays will be scheduled for programs and exhibits,
(including the Business Meeting), and up to 3 additional weeks will be scheduled for committee, interest group, and user group meetings.
The motion passed.

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 (Gottlieb)

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)

13. Old Business
   a. MLA-L Mediator
At its June 2020 meeting, the Board established the positions of MLA-L Mediator and MLA-L Assistant mediator (9.Od).
   “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.”

The Board discussed the next logistical steps for these newly created positions. There were three main decisions to be made first:
   ● Will these positions be Special Officers? If not, where else will these positions be within the MLA structure?
   ● Should there be an honorarium for these positions?
   ● Does this position receive the same benefits that other MLA officers get (gratis membership and conference registration)?
Board members agreed that it would be best for the MLA-L Mediator and MLA-L Assistant Mediator to be Special Officers within MLA. Next, the Board discussed how the people in these positions will be reviewed. Will they follow the same review process that other MLA officers follow, which is an annual review by the Board? Several members agree that it's best if the mediators can have a fair amount of autonomy in their roles, and worried about the awkward possibility that a mediator might be reviewed by the Board if a Board member had been involved in an MLA mediation dispute. Instead of being reviewed by the Board, a separate peer-review process might be better. It was also suggested that it's best if the MLA membership has a part in the review process, since these mediators work for the organization as a whole.

It was moved by Kimmy and seconded by Misti that we establish the MLA-L Mediator and MLA-L Assistant Mediator positions as special officers who will be annually reviewed by an independent panel of (3) members (selected by and reporting to the membership).
The motion passed.

Even though it might be difficult to recruit people to serve as MLA-L mediators, the Board agreed that for now, there will not be an honorarium for these positions, largely because the amount of work is largely unknown now (no vote was required).

The Board agreed that, as officers, the mediators should receive the same perks as all other MLA officers.

It was moved by Liza and seconded by Brian that we offer gratis membership and conference registration for the MLA-L mediator and MLA-L assistant mediator (as we do for other officers.)
The motion passed.

Next, the Board discussed what types of training could be provided to the mediators. Jon pointed out that many people are well suited to this work because of years of acquired experience, so maybe the Board doesn’t need to identify a one-size-fits-all training that mediators must take. It’s probably better for the mediators to be able identify the training they’d want, and then request funding for it. In fact, all special officers are able to submit a budget request to the Finance committee annually, so there is already a procedure for this.

It was moved by Diane and seconded by Liza that the incumbent MLA-L mediator and assistant MLA-L mediator can request support for expenses necessary to carry
out the responsibilities of the position, including training. The motion passed.

13b. Revisions to Code of Conduct
This portion was removed from the agenda because it was already addressed before the Board meeting.

13c. National Recording Preservation Board
Because further work must be done before the Board can move forward, this portion was removed from the agenda.

13d. NEMLA Chapter Grant
The Board discussed NEMLA’s request for a chapter grant to support a planning stage that will enable a Music Librarianship Course working group of NEMLA, with feedback from MLA and the wider library community, to develop an accredited online music librarianship course and explore scenarios for delivery and implementation of the content (submitted by Lisa Wollenberg, as NEMLA Chapter Chair). Board members agreed generally that even though this project sounds incredibly challenging, this is a worthy endeavor that deserves funding for exploration.

It was moved by Misti and seconded by Brian to fund a chapter grant to NEMLA in the amount of $1150 for their request to support the planning stage of a Music Librarianship Course working group of NEMLA. The motion passed.

13e. Diversity Discussions, continued
At its meeting in June 2020, the Board had a discussion about ways in which MLA can improve diversity, equity, and inclusion, but wanted more time to explore more ideas. Thus, the Board picked up discussions where they left off in June: the topic of requiring diversity statements from candidates applying to serve MLA in varying capacities.

It was moved by Liza and seconded by Anne that beginning with the election and appointment processes occurring in 2021, we require that each candidate applying for a Board position submit a diversity statement for consideration by the Nominating Committee in its selection process. The statements of the candidates selected by the Nominating Committee for the election slate will also be posted for MLA members to review as part of the election process. The motion passed.
It was moved by Brian and seconded by Anne that each candidate applying for the Assistant Administrative Officer or Administrative Officer position submits a diversity statement as part of their application materials for consideration by the selection committee for that position. The diversity statements would also be provided to the Board for their decision-making. The motion passed.

It was moved by Brian and seconded by Liza that each candidate applying for any Special Officer position submits a diversity statement as part of their application materials for consideration by the selection committee for that position. The diversity statements would also be provided to the Board for their decision-making. The motion passed.

14. New Business
None.

15. Adjournment

It was moved by Jon and seconded by Anne that the meeting adjourn at 6:05 pm.

Appendix I: New Policies Adopted by the Board

The charge was updated for the Reference Access and Services subcommittee (0a)

Changes were made to the eligibility to the Freeman award (0b)

The MLA/TLA 2021 Annual Meeting will be held virtually (0d)

A charge was created for the Administrative Officer/Assistant Administrative Officer Task Force (0e)

The scope of years portion of the charge for the Strategic Planning Task Force was revised (0g)

MLA will sign a 2024 contract with the Cincinnati Netherlands Plaza hotel for mutually agreed upon dates.
MLA will consult with the IAML board of Directors about coordinating the timing and application period for the Coral grant (10.a vii)

Winners of the Coral travel grant may also receive other awards to assist with travel expenses for the IAML conference (10.a vii)

The Coral Travel Award committee will be appointed by early September prior to the year the award is offered (10.a vii)

The Coral IAML award will given preference to those with limited or no access to institutional support for attending conferences (10.a vii)

The MLStEP charge was revised (10.k)

The MLA-L Mediator and MLA-L Assistant Mediator positions as special officers who will be annually reviewed by an independent panel of (3) members (selected by and reporting to the membership) (13a)

Each candidate applying for a Board position submit a diversity statement for consideration by the Nominating Committee in its selection process. The statements of the candidates selected by the Nominating Committee for the election slate will also be posted for MLA members to review as part of the election process (13e)

Each candidate applying for the Assistant Administrative Officer or Administrative Officer position submits a diversity statement as part of their application materials for consideration by the selection committee for that position. The diversity statements would also be provided to the Board for their decision-making (13e)

Each candidate applying for any Special Officer position submits a diversity statement as part of their application materials for consideration by the selection committee for that position. The diversity statements would also be provided to the Board for their decision-making (13e)