I. February 2021

II. Parliamentarian’s Report

III. Kimmy Szeto, Parliamentarian; Brian McMillan, Assistant Parliamentarian

IV. Board Action Required

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

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

VI.H.14.c. REFERENCE AND ACCESS SERVICES SUBCOMMITTEE
The Reference and Access Services Subcommittee investigates aspects of public services interactions, including the examination of past and present trends, and projection of future trends in public services. Members explore the various divisions of music library public services, including reference, circulation, reserves, outreach programs, special collections access, and interlibrary loan, and the intersections of these areas with other library activities, and values, such as equity, diversity and inclusion. (rev. 4/2009; rev. 10/2020)

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

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

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

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

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

VI.H.9.h. LENORE CORAL IAML TRAVEL GRANT AWARD COMMITTEE (added 10/2017)
The committee consists of a chair and three to four additional members, who are appointed at one time by early September prior to the year in which the award is offered for a term of one year. All members must be personal members of both MLA and IAML. The purpose of the committee is to recommend to the Board in even numbered years, or more frequently at the discretion of the MLA Board of Directors, a member of the Music Library Association, who is also a member of IAML, to receive support for travel expenses and conference fees to attend an annual IAML meeting. Priority Preference is given to a member attending their first or second IAML conference, and who has not received this award in a previous year, and who have 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)

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

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

VI.H.19. MEMBERSHIP COMMITTEE

VI.H.19.a. CHARGE
The charge of the Membership Committee is to increase and diversify significantly MLA’s membership in all categories by reaching out to the broad range of populations we serve, as well as develop and implement an active and successful means of retaining current and future members by identifying and promoting the benefits and added value of membership in our Association. The Membership Committee consults with MLStEP as needed. The Reduced Registration Program Coordinator, the Conference Roommate Clearinghouse Coordinator, the Diversity Committee Chair, and the Publicity & Outreach Officer are ex-officio members of the Membership Committee. (rev. 2/2012, 5/2019, 10/2020)

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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)

BAR 05: Revise the following section in the Administrative Handbook:

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

**VI.H.18. ORAL HISTORY COMMITTEE**
The charge of the Oral History Committee is to develop a plan for documenting MLA’s history through oral history interviews. Members may be appointed to a second full or partial consecutive term. (rev. 10/2020)

BAR 06: Add the following section to the Administrative Handbook:

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

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

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

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

**VI.H.5. NOMINATING COMMITTEE**

**VI.H.5.a. CHARGE**

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

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

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

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

III.A.2. TERMS OF OFFICE AND ANNUAL REPORTS
Candidates applying for Special Officer positions submit a diversity statement as part of their application materials for consideration. The term of office of most special officers expires at the conclusion of the annual meeting of the Association. Special officers may be reappointed, but appointed officers will generally serve no more than 4 consecutive years. Special officers are evaluated annually at the fall board meeting unless otherwise specified. (rev. 7/2018, rev 10/2020)

V. Other activities

a. Administrative Handbook updates --
   i. Administrative Handbook updates presented and approved in the Parliamentarian’s Report at the October 2020 meeting have been reflected on the MLA website, and the updated full-text searchable version has been made available in Dropbox (version 2021-02).
   ii. Deliberated on where in the Administrative Handbook would be best reflect the new implicit bias training requirement.

   b. Administrative structure maintenance --
      i. Administrative structure updates continued through this reporting period. Changes not automatically updated via YM were reviewed and updated where necessary.

   c. Parliamentarian Handbook
      i. A new section on administrative structure maintenance continues to be written as Brian discovers further intricacies of YM.
      ii. Templates for Administrative Handbook revisions were created.
d. The following changes were made to the Administrative Handbook that are the result of previous Board votes:

**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)

Note: This Administrative Handbook change corresponds to item 9.o.D at the June 2020 Board meeting and item 13.a at the October 2020 Board meeting. The following text added to the Administrative Handbook was approved on October 30, 2020 following an online vote.

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

The MLA-L Mediator and MLA-L Assistant Mediator determine and address violations of the MLA Code of Conduct that appear in the MLA-L forum (listserv), and make attempts to resolve conflicts arising from the MLA-L forum. Responsibilities include receiving and investigating questions, concerns and complaints, suggesting resolutions, and requesting actions by the listserv owners. In lieu of the annual review by the MLA Board, the MLA-L Mediator and MLA-L Assistant Mediator are reviewed annually by an independent panel of three (3) members. The review panel is to be selected by the membership and reports to the membership. The MLA-L Mediator and MLA-L Assistant Mediator receive gratis MLA regular membership, MLA annual meeting early-regular-member registration, and support for expenses necessary to carry out the responsibilities of the positions (including training). (added 10/2020)