

Meeting Notes: ANRL's October 20, 2017 Board Meeting

This board meeting was held at 11:00 AM at the Library at Cypress Cove.

1. Call the meeting to order: Paul LeValley

Roll Call:

Present at meeting: Vice *President*: Paul LeValley, 2nd Vice President: Bob Proctor, Secretary: Lou Cook, Treasurer: Roe Ostheim

Not present: President Dave Graber, Director, Ted Hadley

Also present at meeting: Terry Crump, Jim Sweeney, Sue Nathan, Fred Van Nest, and Roger Vonland

Vice President Paul LeValley stated that since the president was not present that the Second Vice President Bob Proctor shall be voting.

2. Minutes from July

Paul asked if there were any Correction to the minutes; there were none.

Motion was made and passed to accent minutes

3. Presidents Report: Dave Graber

The library has been moving at a slow pace. Now that people have gotten back some of our projects will start moving again.

As everyone knows we had a hurricane. Because of the extreme flooding in Texas I felt we should take an extra precaution of moving the electronics and bottom row of magazines and books to the top of our books shelves. Thank you everyone that moved the material up and then put it all back. I was not available since I was still in Michigan.

I don't have more to report. There are a few projects that need to be looked at and they will come up in new business.

4. 1st V President's Report: Paul LeValley

Things have been quiet this summer. But when the president was in Michigan and gave the order to flood-proof the library before Hurricane Irma, I organized the effort. I'm not totally convinced it was necessary, but we did it. By the time I learned that plywood in the bathroom is cut to fit over the windows, the threat had been downgraded, so we didn't do the part. We need to ask for a key to the pool area gate, so we can get to the library during an emergency. [Dave Graber was asked to inquire into this.]

Dave Foote, Bob and I continue toward developing computer and internet polices—with little to show so far. Suggestions are welcome. One of the questions is whether the patron computers should be connected, so we can e-mail scanned images. I have been adding nudist bibliographies and the NEF collection to the favorite bar of the second patron computer (the one with internet connection).

“Last bequest” donation stickers are now available in three sizes. I suggest that we mail a few to each member. This can be used as an audit of members address. [The board voted to do this in conjunction with the January newsletter.]

A year has passed since publishing my art history book. There has been enough time for people who intended to buy one to do so. The time has come for me to donate a copy to the library.

5. 2nd V President Report: Bob Proctor none

6. Secretary’s Report: Lou Cook none

7. Treasurer’s Report: Roe Ostheim

As of 09/30/17:	Checking	\$1980.51
As of 09/30/17:	Money Market	\$18,979.44
As of 09/30/17:	CD’S	\$95,000.00
Interest	\$	800.00
Interest	\$	114.04
Interest	\$	115.07
Total		\$116,989.06

Digital Actual which are part of the CD’s **\$20,444.02**

I will continue sharing the actual for Digital as this was a big project to get the digitalization of the library and there were a lot of voluntary contributions and some big amounts given. This way we are able to let these contributors know what we are doing with the money.

Income Comparisons and Expense

Books & Magazines in 2017 up \$674.00

Cash gifts in 2017 down \$874.00

Membership stayed the same since 2016

We spent more on Digital equipment in 2016; the rest of Expenses stayed the same for Rent, Insurance, Computer and other.

8. Scanning Committee Report: Fred Van Nest

Mark has been the only active scanner since the end of May. He has scanned 18 books, 2 new magazines and 3 Who’s Who items. Most of these have been

post-processed and are in the process of being added to the patron computer and backup hard drives.

9. Newsletter Committee: Jim Sweeny

Since the July report we have added 359 Newsletters and one Archive. In addition we have 155 Newsletters including 2 more organization waiting to be added to the patron computer. This effort needs resolution of “Backup” issues to be complete.

10. Database Report: Bob Proctor

The FileMaker Database is alive and well but data updates have not occurred, other than membership. We now allow volunteers to use their own software if it's possible to bring that data back into the database. We should change the wording of this motion to require that external data be brought back into FileMaker on a regular schedule (maybe weekly) to keep our data intact.

FileMaker Database program is now back-level and needs to be upgraded. This is a paid upgrade.

11. Tech Committee Report: Bob Proctor

Website maintenance required a few hours of work this period.

I wasn't involved in any hardware upgrades this period.

It was reported that Internet was down” around the middle of September. Upon investigation, I found the internet was up and working fine. I then found that the problem was that Mail wasn't working. The cause of that problem was that the desktop shortcut to our mail server wasn't working; however the mail server was working fine. The users of Mail on our desk computer, Lou and Terry, apparently didn't know how to get into the mail server with a Web Browser. I had nothing to do with installing the desktop shortcut for Outlook so I asked Dave Graber to fix it. Either he or Jeannie Graber made the shortcut last year.

12. Newsletter: Lou Cook:

We will be getting ready for the next newsletter soon. The next newsletter will be sent out after the election of officers on January 19, 2018.

13. Research Report: Paul LeValley

With much digging, I found the answer to the question about nudists at the Chicago World's Fair. And on very short notice I sent old pictures of the 40-Acre Club for an upcoming Bulletin article. Nobody is currently researching at the library

NEF Library: We are still waiting for them to get and sort their new materials. They have released a 3-minute video about their collection.

14. Membership: Terry Crump:

Total Member Records	258
Total Membership	304
Total Volunteers	28
Total Inactive Membership	43
Total Paid up Membership	62
Total Dues paying Members	107
Total Overdue Members	18
Total Tardy Members	19

Note Volunteers include family members

15. Old Business

Review Job Description Vice President Paul LeValley asked if everyone had read the revised job description. He then asked if there were any correction or additions. No corrections or additions were made.

Roe made a motion to approve the Job description as they are. Lou Cook seconded.

Motion passed.

Everyone is requested to read and review the SOP. If there are any changes or suggestions, e-mail Dave Foote. That way we will be able to approve this at the next meeting.

We are looking for the list of books that the library would like. Paul was given the list by Lou Cook

Bob Proctor: I received a call from Leah Backus and learned that she replaced Fred Wright. Leah is the Vice President of Retirement Services at Center State Bank and is helping us with our CD account. I notified the board of this change.

16. New Business

We need a committee to simplify Data storage for all scanned material so we will have one master copy. This committee will also decide the best type of storage to use. Committee chief is Jim Sweeney with Fred Van Nest and Bob Proctor.

We would like to use a memory stick (thumb drive) to copy up to one article from a magazine from the patron computer that can then go to a different computer to be emailed. The patron computer is not to be used to email. This will be a temporary fix. This motion was accepted by all

Bob Proctor is looking for someone to work with him on updating the web site. He needs someone to help with the information. He can do the input. He would like to start working weekly for about an hour.

Paul LeValley would like to know if we are in favor of working with other libraries to see if we can eventually share information by three means

1. Physical exchange of surplus magazines and books
2. Co-ordinate scanning at other libraries of holdings we have not already scanned, then sharing our results on computers in each library
3. Figure out a way to get information to serious researchers far from any library without violating copyright laws.

All agree these are good things but may be many years off.

The Christmas dinner is December 8th. Roe will book the Terrace and Dave will check on food.

Next meeting January 19, 2018

Meeting adjourned at 12:02 PM.