

## **Meeting Notes: ANRL's July 20, 2018 Board Meeting**

This board meeting was held at 11:30 AM at the Library at Cypress Cove.

**Call the meeting to order: Paul LeValley**

### **Roll Call:**

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

Not present: Director, Ted Hadley

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

**Minutes for April:** Were accepted

### **Reports of Officers and Directors**

**Presidents Report: Paul LeValley-** We completed scanning the 81 home-made videos of TV presentations on loan from the AANR office. Besides keeping copies for our records, Jim was able to fit all of them on one thumb drive for the AANR office. They have now gotten out of the video storage business, in the process giving us these commercial videotapes:

17 new tapes we never had

5 duplicate tapes for borrowing

75 surplus tapes for selling or giveaways

So, overall, this has been a very worthwhile endeavor.

Recent donations to the library have included a nice clock, and a partial set of AANR pins for the National Conference of State Legislatures. The AANR office was able to fill the gaps, so we now have a complete set on display. Cary Beougher has donated a major magazine collection, including many rare issues we were missing. So far, this has been a good year for donations of cash and materials.

The bindery moved, taking the last three years of our magazines with them. We have not been able to re-establish contact yet.

Terry, Sue, and I staffed our table at the first Club Expo. We picked up no new members or volunteers, but did persuade several people to visit the library that day. We are more likely to find volunteers when they do it again in November.

As the four nudist libraries continue meeting monthly by teleconference, two things of significance to us are happening:

1. Dave has been authorized to experiment with setting up a Google Suite program, such as the Western library has. That means storing files in the cloud. But since he is experimenting with files of Fred's rather than library files, this does not require a board decision at this time.
2. We have finally gotten the others to listen to us and learn from our mistakes in naming magazines. Jim and Dave are on an interlibrary committee to come up with standard naming conventions. This will eventually require some adjustment of our records.

Carl Hild is writing a series of articles in *The Bulletin* about the history of the four nudist libraries.

Usually, we hit a lull in the summertime. So far, that hasn't happened.

On a personal note, my new book on the Gymnosophists is out, and I am donating a copy to the library, where some of that research began.

**1st V President's Report: Bob Proctor-** None

**2nd V President Report: David Foote-** None

**Secretary's Report: Lou Cook** - I want to thank Bob Proctor for adding the magazines to our data base. It is making the addition of new donations easier.

**Treasurer's Report: Roe Ostheim:**

Account Balances as of 07/19/2018

Bank Account	Balance
ANRL Checking	2,725.25
ANRL Digital	50,800.00
Center State Bank CD New	15,122.99
Center State Bank CD Old	30,000.00
Money Market	19,419.80
Total Bank Accounts	118,068.04
Cash Accounts	
Petty cash	50.00
Total Cash Account	50.00
Asset Accounts	
Sun Cove	0
Total Asset Accounts	0
Overall Total	118,118.04

Income/Expense Comparison by Category –YTD  
01/01/2017 through 07/19/2018

Income	01/01/2017-07/19/2017	01/01/2018-07/19/2018	Difference
Books & Magazines	1,178.76	75.70	
Cash Gifts	501.00	4,035.33	3,354.33
Interest	6.09	3.77	
Membership Gifts	213.00	26.00	
Membership Income	1,425.00	950.00	
Misc. & Copy	25.00	17.00	1.00
Shelves	0.00	1,000.00	1,000.00
<b>Total Income</b>	<b>3,348.85</b>	<b>6,827.80</b>	<b>3,478.95</b>
 <b>Expenses</b>			
Uncategorized	0.00	0.00	
Advertising	124.37	219.89	
Computer	1,166.31	2,104.20	
Digital-Office Supplies	0.00	19.34	
Engraving	64.00	34.88	29.12
Insurance	1,184.27	1,158.00	26.27
Meals & Entertainment	509.46	453.81	55.65
Misc	75.00	79.00	
Office Supplies	102.62	133.67	

Postage & Delivery	74.50	155.82	
Rental Fees	1,200.00	1,387.22	
<b>Total Expenses</b>	<b>4,500.53</b>	<b>5,745.83</b>	
<b>Overall Total</b>		<b>1,081.97</b>	<b>2,233.65</b>

## Reports of Committee

**Scanning Committee: Ed Westen-** Since returning to the library as a volunteer I have:

Processed the backlog of material that Mark had scanned (Thanks Mark)

Processed new scans done by both Mark and me.

Collected Newsletter files from Jim for both last year and this year (Thanks Jim)

Made current the Magazine Shelf List, the Scanned Book Shelf List and the Newsletter Shelf List

Created PDF format files of each list (On Patron Computer in Library Catalog Directory)

Uploaded Book, Magazine, Newsletter and Shelf List PDF files to the Patron Computer

Uploaded the same files to the three portable hard drives in the fireproof box

Updated the Windows OS and Anti-virus files on the Patron Computer

Scanned books now number 123.

Scanned Magazines now total 11,610.

The Patron Computer is not getting any younger and will need to be replaced at some point.

The Scanned Book Shelf List that I maintain is not a complete list of the library's collection but is an accurate list of the books already scanned and is used by scanners to prevent duplication.

The Magazine Shelf List that I have been maintaining was an accurate inventory of our magazine collection showing the formats of each magazine (individual hard copy, bound copy and/or scanned copy) and the location of each. Since that data has now been uploaded to the library's Database and is being maintained by Lou, the Magazine Shelf List is being scaled back to be only a Scanned Magazine List and will not track hard copy locations. The Scanned Magazine list is current and complete and is available to view on the Patron Computer in the Library Catalog folder.

The Newsletter Shelf List, maintained by both Jim and me, is an accurate list of scanned newsletters.

**Scanned Flat Material: Jim Sweeney-** During the first 6 months of 2018 I added 374 Digitized Newsletters to the ANRL Collection.

Thanks to Ed Westen both the Patron Computer and Newsletter Database have been updated to include all additions and changes and as of 30 June include 14,806 Newsletters representing 38 currently active organizations.

The donated material from Great Lakes Sunseekers has been sorted, scanned and added to the Archive. A new donation which includes a large number of Club Newsletters is currently being reviewed and sorted for possible additions to the ANRL Collection.

We have yet to determine how the Newsletter archive is to be entered in the Database. This issue should be planned and implemented in the near future.

**Database: Bob Proctor-** The Database continues to function normally. Lou Cook asked me to update the Filemaker Database to create a report for surplus magazines and that report will be available soon. I need to know which other surplus reports to make.

ANRL has continuing issues with Librarians and officers not knowing where to put stuff and where to find stuff.

We need to have an Archive Committee appointed to keep track of our stuff.

Dave Foote will be the Archive chairman and Lou cook will work with him.

**Web Site: Bob Proctor-** The Web site is up and running well. I have not added the last newsletter or minutes. Lou advised that it is her fault for not letting Bob now they were in the Dropbox file and ready to add. Lou will correct this issue.

**Technical Committee: Bob Proctor-** There have been no technical issues to report this quarter.

There are technical issues with printers and the phone. I haven't been involved with installation of either of these and don't know who knows.

**Newsletter: Lou Cook-** The newsletter will be going out the end of July. Paul will be doing this month's newsletter. Thanks Paul.

I am also putting a help wanted ad in the next newsletter for someone to take over doing the newsletter lay out on the computer and proof reading.

**Research: Paul LeValley-** When former AANR president Turner Stokes died, *The Washington Post* contacted us for background information, and we sent it. The obituary did not mention us. The AANR office also asked for his picture.

We had one request for scanned articles, and Jim handled it. When two more requests recently came in, Jim said the process takes too long, and we need to create a faster way to do it. That is on the agenda under New Business.

A student from Rhode Island has contacted us about doing his Masters thesis on British naturism. He may come down in late August (when we anticipate a staffing problem because of vacations).

**Membership: Terry Crump-** Paul, Sue and I attended the Open House Club Expo on July 14, 2018 from Noon until 4pm. We did not sign up any new volunteers or members. Hopefully, it did make the

other clubs at Cypress Cove aware of us. We have signed up 4 new members since our last meeting in April. We look forward to attending the next Expo in November.

### **Old Business**

**Computer Security System: Fred Van Nest** - An application for an AANR Education Foundation grant to cover the cost of this project is nearly complete and will be submitted in the near future. Approval is expected by mid-August.

Most of the major equipment has been procured. The IoSafe Network accessible storage unit comes with numerous useful apps, but they are intended for use by computer professionals with more experience than any of our volunteers possess. It is therefore taking longer than expected to explore and setup these functions.

The project is not progressing as quickly as projected, but is still on track for successful completion.

**Youth borrowing procedure**- This was tabled last month. We now have a procedure that was sent to everyone.

### **Youth Procedure:**

Librarians will not determine what is appropriate for children to see or read. That is the responsibility of parents. Every family and every child are different.

Unless a parent or guardian has given written permission, children should visit the library with a parent, grandparent, or other responsible adult. Parents who are library members can sign a note giving permission for ongoing unaccompanied visitation until further notice. If that is not specifically stated, any permission notes will be regarded as good for one visit only. The note must state the child's name and birth date. The library will keep all such notes on file with the family's membership record until the child turns 18.

Such a note may also include borrowing permission or permission to watch videos—if so stated. Borrowing is limited to one book for up to one week—though exceptions can be granted for research projects. Parents are responsible for the return of borrowed materials promptly and in good condition.

With signed parental permission, high school students between the ages of 14 and 18 may become library members, even if their family does not belong. Students shall be charged half the adult rate. Until age 18, the above borrowing limits apply.

College students may continue as library members through age 24 on their family's membership or their own half-price student membership.

Motion: Passed

**Armand & Angelina: Lou Cook & Sue Nathan**- I met with Regis and the only day available would be a Thursday night. He advised me to check them out on YOUTUBE. Their act is opera singing and flute playing. They were here about 7 years ago. I checked with the restaurant on how much they would charge us. I'm waiting for a call back. I remember the Cove players charged s \$25 a ticket and we

got \$5. We need to know the menu for better cost before we go any farther. I will talk to the manager on food.

## New Business

**Do we have a concise statement of purpose?** Recently a member of the library had a Birthday and asked that instead of presents people make donations to the library. Paul went to the website and found we have not sent a statement of purpose. Dave Foote suggested we use the statement on an old brochure

**40<sup>th</sup> Anniversary Committee** Paul wants someone to chair this committee that was here for the 35<sup>th</sup> anniversary. We all think Dave Graber was here then. Paul will check with Dave Graber and see if he will be the chairman of this committee. Lou Cook and Terry Crump will help.

**Blue Binders-Paul LeValley-**For the last many weeks, I have been going through the blue binders on the bottom shelf (the AA section). My findings are attached. I have reached several conclusions:

1. Our shelf list and scanning records are quite accurate.
2. The binders are not safe. Though we list those magazines as bound, they are not. There has been a problem of whole magazines being removed from these binders in the past, though I see no evidence of recent theft.
3. About two-thirds of the magazines in the binders are our only copies, therefore requiring extra vigilance.
4. The magazines are not being read, partly because nobody can find them, due to:

A. their hopelessly scrambled order

B. later additions to the archives of other issues, so it is necessary to look in two places

There is no simple method of rearranging them in a logical way without buying more binders. The arrangement may have made some sense many years ago; it does not now.

5. Librarians have long debated whether it is better to have rare materials out where people can read them, or to protect them. Though I usually go for public access, I maintain that, since we have scanned the magazines and made them available on the patron computer, we have fulfilled our obligation to access, and our top priority now should be protection.

6. Therefore, I recommend that the board decide to retire the blue binders, and store those magazines in the archives.

7. This will create a great deal of work for Lou, as we physically move the magazines, change the magazines from bound to unbound in our records, and mark the new locations (which could shift the box numbering of many other additional titles within the miscellaneous section). Ed Westen has agreed to help.

8. There is shelf space in the archives room to do this, though there won't be a lot of space left over.

The board agrees that this should be done.

**Who decided on books in scanning room:** Paul asked if some of the books in the scanning room can be reshelved. The board is favor of reshelving the books that are not very old and rare.

**Way of extracting articles from scanned files-** Paul LeValley, Ed Westen, Jim Sweeney, and Fred Van Nest will meet on adding software to the patron computer to do this. They will and discuss a charge for extracting articles and sending them.

Next Board Meetings will October 19.

Meeting adjourned 12:35