

## **Meeting Notes: ANRL's October 17, 2019 Board Meeting**

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

In Memoriam: Fred Van Nest a moment of silent  
Donation from Western Canada-Bob Dixon-President

Call the meeting to order: Paul LeValley

Roll Call:

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

Also present at meeting: Jim Sweeney, Sue Nathan, Edward Waller, Ed Westen, Terry Crump, and Fred Harder

Minutes for July: Were accepted

Reports of Officers and Directors

**Presidents Report: Paul LeValley** - Our staff has been stretched as we covered for people who were ill or caring for people who were ill. Thank-you, everyone. We are getting back to normal now, but need to recruit new volunteers at our 40th anniversary open house. We are joined by Fred Harder, who will begin training as a librarian

Our old faithful magazine scanner died after many years, and we have replaced it with a tiny inexpensive model that can do other things too.

Sue has finished sorting through the club files, and Jim has begun scanning them in his spare time. Becky has gotten a lot of club newsletters into white binders.

We received two large batches of old magazines, including many we did not have. Terry learned to catalog some of them while Lou was gone.

I was recently honored with induction into the national Nudist Hall of Fame. Unfortunately, the plaque had a misspelling, so the company reissued a new one. I will keep the flawed version as a conversation piece, and donate the good one permanently to the library.

**1<sup>st</sup> V President's Report: Bob Proctor** – To date there have been no updates to what I asked for last meeting:

1. Job Descriptions
2. ANRL's Volunteer Backup Plan

While Job Descriptions as written now may seem to describe what volunteers should do, it contains very little on how jobs are actually done. In addition to the two things asked for, each volunteer should write a third part and that should be stored in ANRL's data files.

3. How You Do The Job You Do. This should be written with enough detail so that somebody else could step in and do the job if needed.

## **2<sup>nd</sup> V President Report: Dave Foote-**

**1. Interlibrary consortium and development of digital archive search procedures.** Last quarter, I received a research request from Doug Hickok at NEFRL seeking reference material for a 1960s nudist writer Sully Leopold. Working with Paul and Jim, we identified about 15 legitimate hits for this man, but the results were inconsistent depending on which searching methods we used. Local searches with Adobe Acrobat produced one result, cloud searches with GSuite another. We are still in the early stages of establishing detailed search procedures to be used by librarians and researchers for our new interlibrary digital archives, and no doubt, much effort will be needed over the next year or so to get these search procedures right.

**2. NAS.** Immediately after our July board meeting, I worked with Fred Van Nest, and moved the NAS Unit to the library for several days of small-scale testing that went satisfactorily. The main unresolved issue was identification of the best computer to designate as a master for the digital archive. The Patron #1 Computer and the Secretary's computer each were determined to be unsuitable for that task. The best candidates seemed to be the Patron #2 Computer, or a new dedicated PC that would be co-located near the NAS unit in the back room. Fred said he would be working on those issues in the coming quarter, but owing to his declining health, he never got back to me.

**3. Way Forward Committee.** I am still awaiting inputs from Dave, Lou, and Jim. They should be submitted to Paul and Dave ASAP, and do not need to be very detailed or in any particular format - - - simply offer a few of your own ideas about improvements in the library, its procedures, and organization. I have promised mine before I leave for home on Monday 10/21 and would appreciate it if Lou and Jim could do the same.

**4. Review of 2VP Job Description.** Most of my job description is accurate, but it still calls for the 2ndVP to vote at board meetings only if the First VP is absent. The bylaws were changed in 2018 to allow the 2VP to vote whenever any of the other five officers are absent from a board meeting. I will write up the revised wording within one week and submit to Bob as per his request.

**5. Review of ANRL backup plan.** Needs work for 2VP, very outdated. Requires selection of substitute, plus development and execution of training plan. How do we select substitutes?

## Treasurer's Report: Roe Ostheim: Treasurer's Report

Account Balances As of  
10/18/2019

Account	Balances
Bank Accounts	
ANRL Checking	2,576.00
ANRL Digital	50,800.00
Center State Bank CD New	15,123.00
Center State Bank CD Old	30,000.00
Money Market	17,347.00
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TOTAL Bank Accounts	115,846.00
Cash Accounts	
Petty Cash	50.00
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TOTAL Cash Accounts	50.00
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OVERALL TOTAL	115,893.00
Spending By Category YTD	
Category Description	
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Insurances	1,158.00
Computer	3,523.43
Meals & Entertainment	760.12
Membership Fees	765.00
Office Supplies	115.64
Postage & Delivery	61.06
Printing & Reproduction	89.67
Rental Fees	1,800.00
Taxes & Fees	61.25
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Dig. Equip	119.98
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Overall Total	8,454.15
Income by Category YTD                      10/18/2019	
Category Description	
<b>Income</b>	
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Books & Magazines	880.25
Cash Gifts	3,040.00
Interest	6.50

Membership Gifts	610.00
Membership Income	1,760.00
Misc. & Copy	60.00
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Total Income	6,356.75

**Scanning Committee: Ed Westen-** As you know, the old, bound material scanner has been replaced with a new, smaller and much more high-tech machine. While we are still working through some issues with it, the results are very promising. Thanks to Jim for all his work on the project and Mark for persevering.

Over time, my job as Scanning Committee Coordinator has changed from actually doing scanning and processing and supervision to mainly doing data collection and management. Certainly, I regularly do some of the former but now far more of my time is spent on the latter. I would suggest that the job should be retitled Digital Archive Manager and reports from the Scanning Committee to the Board should be eliminated in favor of ones from the Digital Archive Manager. The duties of that person would be to collect digital data from Jim, Mark, me and anyone else working on projects that generate digital data and add it to the library's archives. They would maintain the archives so that each repository contains current, accurate and complete data and be the only person who is authorized to add data to it.

Currently, there are two levels of data archives.

1. PDF and other files located on the patron computer, the scanning department laptop, two hard drives in the library's fire-resistant storage box, my laptop used for processing and updating files and a 1tb hard drive at my home. These archives total more than 21,000 files and require more than 364gb of space.

2. PDF and other files including all those in level 1, above, and all of the JPG images generated by the scanning operations of the past 7 years are stored on a 4tb hard drive in the library's fire-resistant storage box and on a 5tb hard drive at my home. This archive totals more 522,000 files and requires more than 2.83tb of space.

Each week I collect data to be added and then upload it to the 8 repositories listed above. All are current, complete for their level and accurate. It is unclear when the new NAS system will be operational, who will maintain it and how it will be kept current.

I have also been working on a project to collect magazine articles to add to our club files. I have coordinated with Jim who has been working on digitizing club information in our file cabinets. Currently, the patron computer club folders have been expanded to number more than 450 and contain more than 2,070 magazine articles and other information.

**Scanned Flat Material: Jim Sweeney:** During the past Quarter we added [403] digital Newsletters to the ANRL Collection which now includes [15794] Newsletters. Many of these additions came from Newsletters found in the Club folders as they were reviewed.

The scanning of Club files is proceeding slowly for lack of a volunteer. I have completed the review of folders from C through L and in the process added 92 entries to the Club Folders in the Archive. When combined with Ed Western's club articles from the Magazine collection these result in more than 2100 entries from 450 clubs now in the Archive.

**Database, Web Site Technical Committee: Bob Proctor-**

**Technical report:**

1. Ink has been ordered for the Epson 760 printer
2. As of today, ANRL has one working printer (Brother 8065) but that printer has to be connected with USB.
3. We don't have a wireless printer now.

**Database:**

1. In response to my question "How can ANRL help researchers find what they are looking for", Howard Wallace has written his suggestions. I added those suggestions to the Staff Only page on our web site.
2. I'm thinking about how we could update our Database and would like to know if anyone wants to help.

Bob was authorized to buy a two-sided wireless color printer, so we can replace missing pages of magazines.

**Newsletter: Lou Cook-** None

**Researchers: Paul LeValley** –Covered in 2<sup>nd</sup> Vice President's report

**Other nudist libraries- Dave Foote-** Covered in 2<sup>nd</sup> Vice President's report

**Membership: Terry Crump:** We have added three new members since July.

One family has upgraded their membership to Life Membership.

We have received \$780.00 in dues.

We have received \$274.00 in donations.

We are looking forward to hearing from our members as we culminate our 40<sup>th</sup> Anniversary.

## **Old Business**

**Computer security system:** NAS is on hold until get a handle on what we have since Fred's passing.

**Offsite Equipment:** Bob was authorized to buy a two-sided wireless color printer, so we can replace missing pages of magazines.

**Way Forward:** Already covered

**Bookbinding:** . : Moved--we can't locate. We believed we still have duplicates of our last shipment. We believed nothing important was lost.

## **New Business**

**Job descriptions and backup support:** Already covered

**Towels offered from South Florida Free Beaches for us to sell:** Should we take them? Yes

**Book of the month Review for the "The Cypress Knee":** We have been asked if we would like to have a review of book or tape added to the Knee monthly as an advertisement for the library. We need volunteers to each help do this at least once a year.

**Vote on options for Christmas:** Roe suggested do a nice dinner at Lakeside. Paul said we need to thank volunteers for their hard work this year. Roe will check on food and date. All agreed date pending.

## **Planning our November block party and open house:**

- Will be 4:00 to 6:00
- If rain we will use the game room
- Paul will make a punch.
- Paul and Terry will be at the membership table.
- Most people will give library tours.
- We will have Sue working the crowd with book markers and offer tours
- Roe and Lou will help set up tables for food
- Library members wear T- Shirt if they want to

**Nomination for next year's officers:** All current officers have accepted to hold their same jobs next year. No one else is seeking them.

**Next meeting: General Meeting will be January 17, 2020**

Meeting adjourned 12:15

