

Meeting Notes: ANRL's July 17, 2019 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, Treasurer: Roe Ostheim

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

Minutes for April: Were accepted

Reports of Officers and Directors

Presidents Report: Paul LeValley - We bought the new scanner, and Jim and Bob got it working. Becky and Jim have matched our club computer file names to the contents of the file cabinets. Sue has sorted and organized the club files. We are ready to start scanning them as soon as we have a volunteer to do it. Meanwhile, Ed has pulled out scanned club news from very old magazines, and is posting that information on our patron computer. Eventually, our computer club files will be more complete than our file cabinets.

We are pulling paper newsletters (some never before scanned) out of the club files, and putting them in either the newsletter file cabinet or white binders on the shelves.

All four libraries have signed onto the Nudist Research Library Consortium. With much of our work done, the group has agreed to meet by teleconference only every other month. Magazines from the Western library are now available on our second patron computer, as we continue to work on security.

Be aware that Something Weird Video has gone out of business, and the price of their nudist DVDs has skyrocketed. If anybody donates extra copies, they should not be sold for \$5.

Bulletin articles remind people of our 40th anniversary, which will culminate with a block party and open house in November. We plan articles in the October *Nude & Natural* and the November *Bulletin*. AANR sent a press release to the mainstream press--with no results so far. Our book marks are moving out slower than expected. We need to offer them when people sign in.

Fred, Roger, and Lou are ill and/or caring for an ill family member. We are stretched as we fill in for them when needed. We need more volunteers. We got none from the Club Expo, but a *Bulletin* article attracted two people who have volunteered to help at a distance with our web page.

1st V President's Report: Bob Proctor – I'm giving this report now and raising some issues that may need to be discussed in the 'New Business' part of the meeting. To keep the meeting going, please do not start discussions. Now about what I'm reporting take some notes and then discuss anything you want in the 'New Business' part of the meeting.

VP Report

1. ANRL's Smile Program that's connected to Amazon reports approximately \$85 in our account but no funds have been sent to our bank. ANRL has not promoted this program with enough enthusiasm to increase its use therefore it remains basically unused.
2. I have suggested that help is needed for ANRL's web site and two individuals have told us that they may be able to help. As of now, contact has been attempted but no replies have been received from either of these people. It's unclear if they will be able to assist. Paul hinted that maybe one of them could take over the web site. I don't think this could happen in the short term. As of now, work is continuing.
3. Fred Van Nest has proposed and is building a Network Attached Storage (NAS) system for ANRL. I give Fred my full support in this initiative. Fred has identified "Hard Disc Failure" as ANRL's most vulnerable area of concern. I disagree. I offer that "human failure" is our ANRL's biggest concern. I think that creation of a "Volunteer Backup Plan" and a "Step-by-Step Detailed Job Description" for all volunteers is both extremely important for continued operation of the library. We all know that medical issues can occur with a moment's notice and put a stop to a hard working volunteer.

2nd V President Report: Dave Foote- Since our last board meeting I have accomplished the following:

1. Participated in several teleconference meetings of the interlibrary Database Group. Main accomplishment of which was to obtain agreement and signatures by leaders of the four libraries to an interlibrary consortium.
2. Set up and tested a second Patron Computer providing G Suite access to WNRL's scan collection. The two Patron Computers, one of ANRL and one for WNRL, are located side by side. During the next quarter, procedures will be written to guide volunteer librarians and patrons how to use the second Patron Computer to access the WNRL scans.
3. Worked with WNRL representatives allowing them to set up several computers at WNRL to provide access to ANRL scans using G Suite. That access is now up and running and WNRL reports it is working well and they are pleased with the results. As was reported in April, NEF-RL in Wisconsin and AANRL-NW Regional Library have no internet connection in their libraries at present and have no immediate plans to participate in the file sharing on G Suite.

4. Arranged and conducted a personal visit to the AANRL-NW Regional Library located at Willamettans near Springfield, Oregon. This very attractive library is fairly small, but clean as a whistle and neat as a pin. It is located in two relatively new buildings, built for the purpose, on the Willamettans property. Director of the library is Mike Parker, founder of the library and long-time leader who has served in multiple positions with AANRL-NW. Mike provided me with a complete inventory of his library in which surplus copies identified and which will facilitate inter-library trading of hard-copy magazines. In the past five years, I have completed visits to all four libraries in the United States and to the largest nudist library in Europe in Hanover, Germany.

5. Started work as Co-Chair of the new “Way Forward” Committee established at the April Board Meeting. Solicited and collected input from all volunteers plus key outsiders having in-depth knowledge of our library. These inputs are now being reviewed, analysis will be conducted during the coming quarter and a progress report of the committee’s work will be provided at the October Board Meeting.

Treasurer’s Report: Roe Ostheim: Treasurers Report

Account Balances As of
07/18/2019

Account	Balances
Bank Accounts	
ANRL Checking	2,386.81
ANRL Digital	50,800.00
Center State Bank CD New	15,122.99
Center State Bank CD Old	30,000.00
Money Market	17,321.11
TOTAL Bank Accounts	115,630.91
Cash Accounts	
Petty Cash	50.00
TOTAL Cash Accounts	50.00
Asset Accounts	
Sun Cove	0.00
TOTAL Asset Account	0.00
OVERALL TOTAL	115,680.91

Spending By Category YTD
01/01/2019 through 07/18/2019

Category Description	
Insurances	1,158.68
Computer	2,343.68
Meals & Entertainment	760.12
Membership Fees	765.00
Office Supplies	16.00
Postage & Delivery	47.81
Printing & Reproduction	89.67
Rental Fees	1,400.00
Taxes & Fees	61.25
Overall Total	6,641.53

Income/Expense by Category YTD

04/18/2019 through 07/18/2019

Category Description	4/18/2019 4/30/2019	5/1/2019 5/31/2019	6/1/2019 6/30/2019	7/1/2019 7/18/2019	OVERALL TOTAL
Income					
Books & Magazines	50.50	0.00	30.00	00.00	80.50
Cash Gifts	3.00	0.00	0.00	0.00	3.00
Interest	0.00	0.78	0.83	0.00	1.61
Membership Gifts	0.00	0.00	30.00	0.00	30.00
Membership Income	80.00	0.00	40.00	0.00	120.00
Misc. & Copy	0.00	0.00	0.00	0.00	0.00
From ANRL Checking	0.00	0.00	0.00	0.00	0.00
From Money Market	0.00	0.00	0.00	2,000.00	2,000.00
Total Income	133.50	0.78	100.63	2,000.00	2,235.11
Expenses					
Computer	426.07	231.83	239.18	0.00	897.06
Insurances	0.00	1,158.00	0.00	0.00	1,158.00
Postage & Delivery	0.00	2.75	0.00	0.00	2.75
Rental Fees	200.00	200.00	200.00	0.00	600.00
Taxes & Fees	0.00	0.00	0.00	0.00	61.25
To ANRL Checking	0.00	0.00	0.00	2,000.00	2,000.00
Total Expenses	687.32	1,592.58	439.18	2,000.00	4,719.08
OVERALL TOTAL	-553.82	-1591.80	-338.35	00.00	-2,483.97

Scanning Committee: Ed Westen- The scanning department has done fantastic work since its last report in April. I'm pleased to report that the library's digital magazine collection has grown to a total of 11,758 issues. Except, perhaps, for a few newly arrived magazines, 100% of our collection has been digitized. Great job Mark!

Computers and other equipment have behaved, admirably and the scanned, digital archives are current.

Addendum to his report

Collected Magazine Articles About nudist clubs and resorts

Over the past couple of months, I have been going through our digital magazines archives looking for articles about nudist clubs and resorts. I have pages through 704 magazines so far including all the issues of:

American Nudist Leader

Arcadia

Eden

Naturally- Travel Naturally

Clothed with the Sun- Nude & Natural

Sundial

Suntan

The Nudist

And the first 108 issues of Sunshine & Health

Only articles about US and Canadian clubs and resorts of at least one page totaling 665 articles about 224 clubs and resorts were collected and searchable, PDF files were created.

This data will be uploaded to the patron computer and the library's hard drive archives and will be found in the Club Folders Directory labeled AAA Club Magazines Articles.

I hope that whoever works on scanning club folder data in the future can use this collection to help make their job easier and make club information more complete

Scanned Flat Material: Jim Sweeney: During the past Quarter we added [407] digital Newsletters to the ANRL Collection which now includes [15591] Newsletters

representing 28 currently active organizations. Only a very small number of paper newsletters are still being received and added to our club binders while the majority of additions are obtained from the internet. Most of the paper newsletters found while sorting the club folder file cabinets have been digitized and are waiting insertion in either existing binders or new binders where the club has not previously existed. My thanks to Roger for his continued efforts in this task.

Some activity has also been started to sort the unscanned Club files prior to recording and digitizing them. A proposed club folder list is being reviewed for coordination with the Filemaker database and the Patron computer Club Archive. This activity needs leadership to plan and establish guidelines for implementation.

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

1. An Epson Workforce Pro (WF-3720) printer is back on line after ordering ink.
2. Another Epson printer was donated to ANRL and ink was ordered for it.
3. Paul LeValley reported that a laptop froze at the recent Club Expo. I had nothing to do with that computer and know nothing about it so I could not help.
4. Nobody else has asked for technical assistance.

Web Site Updates:

1. The "About" page was updated with
 1. A write-up on "Amazon Smile Program"
 2. Images of the 40th Anniversary Bookmark
 3. "ANRL Presidents" page updated
2. A new page was added to the Training Pages called "Convert audio file to mp3 for web." This documents a procedure to put audio recordings from an Olympus Audio Recorder onto our web site. The new procedure was needed because some programs lost software licenses to convert files like they were able to do a few years ago.
3. The Logo on the front page was updated with addition of 4 copies of the 40th Anniversary Bookmark
4. A page link was corrected to fix the issue with "Missing Meeting Minutes." The minutes were published on the web site in April with two good links and unfortunately one bad link. At least one member could not find the minutes.
5. The Staff Only page was updated with the addition of pages

1. "To Do for Volunteers"
2. "Overview of ANRL's Web Site" page describes our web site and

6. Several other obsolete pages were deleted from the Staff Only area.

Nobody that I know of has noticed the updates to the Web Site. Nobody mentioned them to me.

Database

Everything is working and there is nothing else to report

Newsletter: Lou Cook- None

Researchers: Paul LeValley –We have had a few researchers doing work.

Other nudist libraries- Dave Foote- Covered in 2nd Vice Presidents report

Membership: Terry Crump- I am happy to report that one member has updated his membership to Life. We have also added a new member who is a long time resident of Cypress Cove. He has really been enjoying checking out DVD's of past performances of the Cove Players. Another Life member, who visits us yearly to do serious research, likes to add our surplus magazines to his personal collection which resulted in donations totaling \$245.00. Therefore, we received a total of \$620.00 in dues and \$311.00 in donations from our members this quarter. We are sincerely thankful to all of our members for their support.

On July 13 we participated in the Cove Club Expo. Paul LeValley, Jim Sweeney, Mark Silverstein, Sue Nathan and Terry Crump helped with this. Unfortunately, we did not sign up any new volunteers. However several guests did visit the library on that day.

Old Business

Computer security system: Fred Van Nest Fred hoped to have backup system up in a few days. We are hoping to have a written plan on how to use the backup system.

New Business Amazon Smile program- Need to make people aware of the Smile Program, in our Newsletter and emails.

Human Errors: Bob suggested that we follow written procedures, and that each person write a list of what he/she does, how it is done, and what needs to be done. Paul added that we need to have two people who know how to do each job.

Scanning club files: Terry and Jim will meet to write instructions for the person doing the scanning

Reminders:

October meeting: Planning our November block party and open house.

October: Roe will have options for Christmas Banquet.

Board Meeting will be October 18.

Meeting adjourned 12:33

