

## Meeting Notes: ANRL's Oct 16, 2020 Board Meeting

This board meeting was held at 11:00 AM at the Library at Cypress Cove and was also a Zoom

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, Sectary: Lou Cook

Also present at meeting: Jim Sweeney and Evan Nix

Minutes for July: accepted

Reports

**Presidents Report: Paul LeValley** - In the midst of corona virus, the library continues to function with a skeleton staff. We are now open three days a week--more than adequate for the trickle of casual visitors coming in. Though some online research continues, no one has entered the library on a serious research project during the past six months.

Sue has retired after years of volunteering for the library. Illness has forced Roger Vonland to retire. And Terry's health does not let her visit the library very often.

My involvement with book publishing lasted longer than expected; I am only now able to start catching up on neglected library tasks. This includes some items of old business brought over from the last meeting so we don't lose sight of them.

In other words, not much is happening. We are not in a position to handle the normal winter crowds, but until a vaccine becomes readily available, we don't expect a normal winter crowd.

Over the library's 40-year history, finding enough enthusiastic volunteers has frequently been a problem. We have been fortunately stable the last few years. But now we must face an old problem anew--and with a little patience. I don't expect it to be solved before people feel safe to circulate freely once more.

We do have one piece of encouraging news: with our first online-accessible membership meeting scheduled for January, I expect more active participation by our members.

**1<sup>st</sup> V President's Report: Bob Proctor** -There has been reluctance by Paul LeValley to have Staff meetings. ANRL has recently spent \$100 for ZOOM premium which enables unlimited meetings. Why haven't we taken advantage of having unlimited Staff meetings? The agenda for this Board Meeting far exceeds what can be done in 1 hour and our president only suggests omitting topics or postponing until the next Board Meeting. Board meetings should be for voting on issues and Staff meetings should be held to resolve details.

1. ***Motion by Bob Proctor:*** ANRL will have periodic Staff Meetings to discuss important details of active projects, To Do items and library issues which cannot be resolved at our quarterly 1-hour Board Meetings. One attendee will take notes and make them available to the Secretary. All volunteers will be invited, not only the Board members.

Motion failed for lack of a second.

- Membership is declining. I suggest that we create a membership committee to think of new ways of finding members and volunteers. Club sponsorship is a first step.
- Newsletter **article July 2020 “Using ANRL’s Web Site” sent to members**
- Article "ANRL’s FileMaker Database" sent to Consortium
- Suggested **adding Fred Van Nest & Carolyn Hawkins to Who’s Who**
- Somebody **added Carolyn Hawkins to Who’s Who but didn’t notify the Database Chair. Therefore it did not get into Database.. Who did that? note sent to volunteers Aug 15, 2020**
- I wrote a web page "Data Flow: In-The-Door--to-Archive" <http://anrl.org/data-flow-door-archive>
- Requests **for the ANRL web site to accept PayPal or Credit Card** Need volunteer and need treasurer to contribute.
- Staff **meetings** Aug 21, 2020 and Aug 27, 2020 to work on To Do items, data flow, ANRL projects list and "How I Do What I Do." LeValley said he couldn’t participate on that date and wanted to postpone or delay the meeting.
- I wrote a web page **Projects at ANRL** with all known active projects. I recommend that our President add status reports for these projects on the agenda for Board meetings. <http://anrl.org/projects-anrl>
- Sep 01, 2020 Nicky Hoffman reported that she wanted 2 discs with digital copies of her copyrighted material returned by ANRL, and that she wanted to have all such material deleted by anybody who received it. Has this been done?
- **Book Of The Month** recommendation continues with 9 recommendations so far <https://bit.ly/3eo8r3o>
- Jonathan & Susan Shopiro reported that Sky Farm has nudist material they would like to donate; cartoonists, personal collection, see Susan.
- I requested a **Record of Searches used on the Patron Computer** and the value of what was found with the searches. With this, maybe we can use it as a teaching device to try to get patrons using more intelligent searches. I’ll propose this on the To Do list and get it on the agenda of our next ANRL Board Meeting.
- I wrote a web page on **Search** that covers many aspects of search. <http://anrl.org/search>

- **NAS Usage Model** published to web site <http://anrl.org/nas-usage-model> NAS Usage Model is well understood.

- **Fulfillment:** Two emails came in saying their orders haven't been fulfilled. [jgl4444@aim.com](mailto:jgl4444@aim.com) and [jccwells@aol.com](mailto:jccwells@aol.com) We need to write up a procedure for "**Fulfillment**" and add it to our SOP. <http://anrl.org/fulfillment>

- **ToDo: Data Flow Books & Mags-** We do not have a working solution today

- **ToDo: Workflow to update Patron Computer** We do not have a working solution today

- Books purchased: "**The Naked**s and **The Venus Prophecy**". Both were on ANRL's Book Recommendation list

- I added a tab to [anrl.org](http://anrl.org) called **Consortium**. The page has articles on search, relational Database, consortium member info etc. <http://anrl.org/consortium>

Paul noted that some items posted as library projects have appeared without the board ever considering them.

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

1. **Social Media Coordination**. Library members and volunteers are encouraged to check out ANRL's growing presence on social media. Our ANRL Facebook group reached 90 members in the past quarter. I also run a personal nudist history account on Twitter @BuffLibrary in which I offer occasional plugs for the types of nudist history material found at ANRL.

2. **Network Attached Storage (NAS) Implementation**. Continued working with Bob Proctor to make our NAS (Network Attached Storage) the primary internally backed up storage location for all of our library digital files.

3. **Other Nudist Libraries/ Consortium**. Attended a rather non-eventful consortium Zoom meeting on September 12 Paul LeValley and I are coordinating for his presentation on the rollout of Phase 2 of the consortium agreement at the December 12 consortium Zoom meeting. That is the phase in which a few trusted researchers will be allowed broader and remote access to consortium digital archives, most likely with payment of some kind of fee or dues. We will hold a Zoom meeting on October 17 with several ANRL people, Evan Nix and Mark Pavelchak at WNRL, and Doug Hickok at NEFRL that has been dubbed a systems planning group.. We will review Doug Hickok's new and self-constructed NEFRL digital search tool, we will discuss improved interlibrary search procedures, and also talk about common catalogue software for the consortium and a new relational database sharable between libraries.

**4. Planning for 2021 Annual Zoom Meeting.** Working with Paul LeValley to invite all ANRL members to the Annual Meeting which will be held by Zoom, to send Zoom instructions to those who respond to the invitations, and to develop methods for attending members to actually vote on motions and annual elections by Zoom, using what is called Zoom polling.

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

Account Balances As of  
07/15/2020

Account	Balances
Bank Accounts	
ANRL Checking	2,236.73
ANRL Digital	50,800.00
Center State Bank CD New	15,122.99
Center State Bank CD Old	30,000.00
Money Market	13,234.21
<b>TOTAL Bank Accounts</b>	<b>111,852.89</b>
Cash Accounts	
Petty Cash	50.00
<b>TOTAL Cash Accounts</b>	<b>50.00</b>
Asset Accounts	
Sun Cove	0.00
<b>TOTAL Asset Account</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>111,902.89</b>

Spending By Category YTD  
01/01/2020 through 10/16/2020

Category Description

Uncategorized	0.00
Insurances	1,054.60
Computer	2,487.11
Meals & Entertainment	539.99
Membership Fees	150.00
Office Supplies	594.39
Postage & Delivery	95.51
Rental Fees	2,000.00
Advertising	61.25
Safety Deposit box	35.00
Misc	47.25

Overall Total 7,065.10

Income/Expense by Category YTD

01/1/2019 through 07/15/2020

Category Description 1/1/2019 1/1/2020 Amount  
10/15/2019 10/15/2020 Difference

**Income**

Books & Magazines	871.75	833.50	-38.25
Cash Gifts	3,037.00	870.85	-2166.15
Interest	7.45	5.51	-1.94
Membership Gifts	610.00	186.00	-424.00
Membership Income	1,220.00	1040.00	-180.00
Misc. & Copy	60.00	32.00	-28.00
Videos	0.00	65.00	65.00

Total Income 5,806.20 3,032.86 -2773.34

**Expenses**

Uncategorized	0.00	0.00	0.00
Computer	2,523.43	2,487.11	1,306.32
Digital-Equipment & Repairs	119.98	0.00	119.98
Insurances	1,158.00	1,054.60	103.40
Postage & Delivery	61.06	95.51	-34.45
Rental Fees	1,800.00	2,000.00	-200.00
Taxes & Fees	61.25	0.00	61.25
Advertising	0.00	61.25	-61.25
Meals & Entertainment	760.12	539.99	220.13
Membership Fees	765.00	150.00	615.00
Misc	0.00	47.25	-47.25
Office Supplies	115.64	594.39	-478.75
Printing & Reproduction	89.67	0.00	89.67
Safety Deposit Box	0.00	35.00	-35.00

Total Expenses	8,454.15	7,065.10	1,389.05
<b>OVERALL TOTAL</b>	<b>-2,647.95</b>	<b>-4,032.24</b>	<b>-1,384.29</b>

## Digital Archive: No report

**Newsletters Committee: Jim Sweeney-** Since my last report I have added about 90 newsletters to Dropbox for inclusion in the Newsletter Archive.

I have run into technical problems scanning photos in the Rudolph Johnson 1940's album. It was necessary to re-scan several pages and I am in contact with Fujitsu to fix the scan profile to recognize various sizes of photos. The scanner may have to be re-installed to change the Scan Manager software.

## Database: Bob Proctor-

1. Fixed problem that prevented sending mail Jul 19, 2020
2. Fixed Membership Code Table for Inactive (I) and Active-Deceased
3. Database Summary Report now available: <https://bit.ly/2SDoTTV>
4. Newsletters Database need to be worked on
5. Numerous small fixes

## Web Site: Bob Proctor- .

1. Jul 22, 2020 New page: [About:: Using ANRL Web Site](http://anrl.org/using-anrl-web-site) <http://anrl.org/using-anrl-web-site>
2. Jul 27, 2020 Added ANRL Newsletter link to Web Site <http://anrl.org/anrl-newsletters>
3. Jul 1, 2020 Added page: About tab: **FileMaker Database** <http://anrl.org/filemaker-database>
4. Jul 1, 2020 Updated page **Motions by Board** <http://anrl.org/motions-board-o>
5. Jul 17, 2020 added **Board Meeting Minutes** <http://anrl.org/board-meeting-notes>
6. Aug 25, 2020 Updated **Volunteer Backup Plan** <http://anrl.org/volunteer-backup-plan>
7. Aug 10, 2020 Added **Flags-Logos & Banners** page to About ANRL
8. Aug 22, 2020 New **How I Do What I Do** page and a new page for every volunteer
9. Oct 05, 2020 Added a **Consortium** tab to [anrl.org](http://anrl.org)
10. Oct 05, 2020 Removed the Collaboration tab on [anrl.org](http://anrl.org)
11. Two board members and a half dozen volunteers have not logged in to the [anrl.org](http://anrl.org) for years
12. I need suggestions for moving pages from Staff Only to the public area of the web site.

## Technical Committee-Bob Proctor

1. AC not working: It was set to HEAT. We don't want anyone to touch the thermostat. Office was notified several times.
2. 2020-08-06-Thu Re-wired Secretary Computer power to use the UPS used by NAS. Other UPS seems to be not working.
3. **perl** programs written
  1. **compare-files** Reads two lists of files in two directories (A and B) and reports file names in A but not in B, file names in B not in A and a list of unique file names.
  2. **ANRL-Remove-NAS-Duplicates.pl** Reads Synology's list of duplicate files names and the directory name from which to remove duplicates, and then writes shell commands to remove the duplicates.
  3. **ANRL-Build-Newsletter-List.pl** Reads list of new Newsletter PDF files from the Dropbox For Patron directory and a makes list folders on NAS, then writes shell commands to move new Newsletter PDF files into the correct directory on NAS.
  4. **NAS-Table-from-stats.pl** Logs into NAS with SSH and runs shell commands to report stats then runs a perl program to make a markdown table. This is followed by creating the table and publishing it on our web site
  5. **ANRL-rocess-audio-names.pl** This looks at a list of audio files that Gary created, renames the files, and writes SSH commands to insert them into NAS.

### **NAS- Bob Proctor-**

1. **NAS Stats** report on web page <http://anrl.org/nas-stats>
2. **NAS Stats ANRL Library Archives** <http://anrl.org/nas-stats-anrl-library-archives>
3. **Patron Stats** report on web page <http://anrl.org/patron-stats-1tb>
4. New **1TB disc** purchased by Jim Sweeney. This disc is for use with the Patron Computer as a Backup.
5. **Patron Digital Archive** data loaded on NAS
6. **NTFS for Mac** software purchased to enable read/write by both MAX and Windows computers
7. **Duplicate file identification and removal** - WIP

**Video Conversion: Gary Nichols-** The project to convert VHS tapes to DVD is complete. 120 VHS tapes for which there was no copy on DVD have been converted. The conversion included making two copies of each title on DVD as well as an MP4 video file for viewing on any device without the need for the physical DVD or VHS tape. Information about the contents of each video file has been captured for uploading to the ANRL database to support ANRL researchers.

Standards for the locations, topics, and people involved are being established to ensure consistency in the information gathering process and to improve the efficiency and accuracy of searches of the video library.

The updates to the conversion process documentation are being made to support future conversions.

**Newsletter: Paul LeValley-** Nothing new to report

**Research: Paul LeValley-** Nothing new to report

**Other Nudist libraries: Dave Foote** -Reported in 2<sup>nd</sup> V President's

## Membership- Terry Crump



### Member Stats and Information

10/16/2020

(103) All Active Members

(055) Go To Membership

Tot_Mbr_Records	261	Prefer Email	190
Tot_Members	319	Prefer USMail Total	19
Tot_Volunteers	29	No Email Total	40
Tot_InActive_A_Member	77	Unverified Email Total	4
Tot: Paid Up Members	41		
Tot: Dues Paying Members	109		
Tot: OverDue Members	11	OverDue from 1 to 183 dayss	
Tot: Tardy Members	51	Overdue more than 183 days	

Note: Volunteers include family members  
Tot Paid Up Members includes Paid Volunteers  
Tot Member Records is w/o Inactive, Retired or Deceased

Report: New Members this month

## Digitizing Loose Paper Files- Paul LeValley-

For two years, several people at the American Nudist Research Library have been busy organizing and scanning the contents of our file cabinets. Short staffing during the corona virus has brought this effort to a pause. So this may be a good time to report on where we stand now.

### Newsletters--completed

We found paper newsletters stored in three places. Most of those in binders on the shelves had been scanned. Some of those in the newsletter file cabinet (behind the door to the back rooms) had randomly been scanned. If any of the newsletters in the club files had been scanned, they were not electronically filed where they could be found. We weeded out many duplicates, and could finally see where gaps existed. Becky did most of the sorting, with Roger, Fred and Edward helping on the refilling and reshelving. Now, large collections are on the shelves, and small collections are in the newsletter file cabinet; none are in club files. Jim did the scanning, and Ed posted them on the Patron Computer #1.

### Club Files--completed

This was the largest endeavor. We pulled out newsletters. The few foreign clubs had been filed in two places. We kept Canada in the club files, but consolidated all others in the location files. We kept the odd-ball category of Beaches (within North America). Sue got each file into chronological order and discarded duplicates (with some help from Becky and a short-term volunteer), and Jim did the scanning.

At the same time, Ed started a new project of extracting hard-to-find reports of early clubs from already-scanned magazines. We have not yet tried to sort out duplicate scans from these two different approaches. That is not a high priority.

Between these two efforts, patrons can now do far more computer research on clubs than was ever possible before.

#### Organization Files--ready to scan

These include all multi-club organizations, past or present. Because of our location, we have an abundance of AANR documents, but an embarrassing shortage of TNS papers. Becky sorted them; they wait scanning.

#### Location Files--ready to scan

Here we have articles on entire states or countries (including foreign club brochures). Sue sorted them; they wait scanning.

#### Topic Files--ready to scan

Librarians over the decades have organized file folders on topics ranging from nudes on stamps to youth camps. This is valuable stuff for researchers, and needs to be put out where they can find it. Scanning these files should be high on our list of priorities.

When we began sorting the above files, we closed them to random additions, channeling all new materials through the secretary for scanning before placement. Nothing was said about the files below.

#### Who's Who Files--in a state of flux

Sue started sorting the beginning of the alphabet, and I was keeping ahead of her, adding documents Carl Hild had pulled from early library correspondence. That effort stalled, but Lou has restarted it.

We already had a few scanned Who's Who files posted on the Patron Computer #1. Jim has since found more (that haven't been updated in decades), and they have also been posted. Bud spent all last winter organizing our many file folders on Edith Church, and determining which documents had or had not been scanned. He submitted his final report, but we have not done anything with it yet.

We need to get back to this project when we are operating with more than a skeleton staff.

#### Thesis Files--nothing done yet

I have moved a few of these documents out of the file cabinets to the bookshelves, where they are more visible. Lou, of course, recorded the moves. Like most of our books, they have not yet been scanned. We have gotten no farther than that.

Overall, this is a big step toward making materials more easily available to researchers, and two years of work we can be proud of.

## **Old Business**

**Way Forward project-** on hold

**Interviews-** on hold

**Digitizing our 8mm films-** Evan Nix reported that the films have been scanned. Films still need to be edited together.

**Digitizing our 16mm films-** no progress

**Should we once again consider loaning books by mail-** no progress (Lou, Paul, Bob)

**What limits should be put on use of personal cameras for copying?-**no progress (Jim, Paul)

**How I do what I do-** Bob Proctor wants to update web site it out of date. Please send information in regular text.

**Back up-** Bob also wants information from anyone that works from home. He wants to know how and when they do back-ups.

**Review of ANRL's list of to –do items** -This is a list the vice president keeps from board meetings so they don't get lost.

**Quick review of active projects-** Bob wants a list of project people are working on.

## **Proposal to update Club Sponsorship classifications**

Reaction to Club Sponsorship proposal by Paul LeValley

Bob has proposed that we allow clubs to become library members for free, but with a written list of obligations--especially encouraging their members to become paying members of the library. It is a fresh idea, and worthy of discussion.

You can read the details at <http://anrl.org/club-sponsors>.

Some points to consider:

Membership and dues decisions should be made by the full membership--not the board. Now is the right time to discuss it in detail and decide whether the board wants to recommend it for passage at the membership meeting in January.

Four clubs have donated \$500 to become life members. We need time to bring them along and not leave them feeling betrayed. A January vote should give us that time.

We all know that the \$20 annual dues are way overdue for an increase to keep up with inflation. We also know that this year when too many people are having a hard time because of corona virus is not the time for such an increase. That's why there is no other dues proposal on the agenda.

Only five clubs are up to date in their annual dues payments. That means giving up \$100 a year, in hope of getting more. If we like the idea, I suggest we introduce it as a two-year experiment--after which we will review it and decide whether it is working and whether we want to make it permanent.

I am inclined to support the idea if we follow these careful procedures.

### **Motion:**

Title: Recommend to the general membership that we do this club sponsorship program as a 2 year project.

Motion by: Bob Proctor, Seconded: Dave Foote

Status: Passed

**Cleanliness of library-** The carpet is scheduled to be cleaned. Librarians have been given guidance by the president and told to keep doing it.

**Kurt Barthel Library- Paul and Susan Shopiro-** on hold

### **New Business**

**Data flow-** NEF is have a zoom meeting tomorrow nothing for us to discuss at this time.

**Christmas banquet-** the library board decided that, because of continuing corona virus danger, there will be no Christmas banquet this year. We do want to continue thanking each volunteer and offering a small token of our appreciation. This year, that will be done individually, rather than before a group. Bob suggested also getting together in a Christmas Zoom meeting. If anyone is interested, let me know.

Membership Meeting will be January 15, 2021.

Meeting adjourned 12:27