

## **Board Meeting Notes: ANRL's April 16, 2021**

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

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: Jim Sweeney, Secretary: Lou Cook

Also present at meeting in Library: Edward Waller

Attending by Zoom: Evan Nix, Andrew Blair

Minutes for January: accepted

Reports

**Presidents Report: Paul LeValley** - Now that people are starting to come out of pandemic isolation, Mark is back, and Fred says he is returning. We have put a help-wanted notice in *The Cypress Knee*, and library articles will soon appear in *The Bulletin* and *Nude & Natural*. We do not expect full library usage (or a need for full library hours) until the crowds return in the fall. We did get one offer of remote help from our newsletter: Ken Fahey at Lake Como has offered to help scan Lee St. Mary's large collection of Pasco County nudist history documents.

Our part-time staff members are doing a great job. Bud sent out lots of membership renewal notices, and people are starting to respond again. Gary has finished copying and defining VCRs, and is now working on DVDs. Bob is posting the new information on our web site.

I have been involved in interviews of three important women, and Stephanie in the office is available to film more. Thanks to Susan Shopiro for arranging all this.

I am again asking for suggestions for a policy on how we discard things. Only Gary has responded so far.

For a while, it looked like we might acquire a bound set of the German magazine, *Die Schönheit* 1915-32 by repurposing part of the \$2,700 grant from the AANR Education Foundation (originally given to pay for the NAS machine, but never used because Fred Van Nest died before seeking reimbursement). The magazine deal has fallen through. The Western library will buy the collection (and share scans with us), but the Foundation probably will want all of their grant money back to cover their

immediate needs. At the moment, we have nothing to show for our honesty with them, but we hope we have established trust for the future.

The Nudist Research Library Consortium is launching phase 2, whereby a few trusted researchers can access library scans from home. The Western library is developing a catalog of their books and magazines, so we will soon know what is in all of the libraries.

**1<sup>st</sup> V President's Report: Bob Proctor-** 1. There has been confusion about mysterious things being dropped in my mailbox. I don't know what put them in my box what to do with them. We need a procedure to simplify this. I propose attaching a sticky note to each item with: **To: From: and Action Required:**

2. Volunteers: I saw a couple emails that a new volunteer who lives near Lake Como will be joining our staff. Seems that Paul asked him to do work on updates for Patron computer but Paul has not discussed this with me.

3. A meeting was held to review Projects and Membership Committee

1. Proposal that the role of ANRL Membership be broken into two parts

1. **Membership - Processing** Bud Taylor acting, and managing membership reminders, payment, new member processing and management of Life membership
2. **Membership - Committee** Bob Proctor acting, and focusing on outreach methods to recruit clubs, finding new members and volunteers with office, eMail, social media, technical and publication skills.

3. Discuss strategy for renewal of membership date for overdue members. Example, if a member is 2 years overdue and then pays, must payment be required for overdue months? Can membership expiration be 1-year from payment date?

4. Develop plan to contact existing Club Sponsor (CS) members and optionally move them to category 'A' membership. What will be the criteria they have to meet to qualify?

5. Announce new definition of Club Sponsor membership Twitter, Facebook, Cove Newsletter, ANRL Members, Clubs and Cove residents.

4. **Trademark:** Provided documents showing Trademark renewal and contacted Pamela Chestek, the lawyer who filed original documents.

**5. Library Information Flyer:** Updates made to the Consortium Flyer by Bob Proctor and Paul LeValley. The exact name of ANRL was debated and final decision

## 6. Accountability

1. ANRL's Volunteer Backup Plan remains obsolete. I fail to see why this is so delinquent. It should be a priority job for our President to bring it up to date.
2. We are still missing HIDWID for many volunteers. These should detail procedures jobs being done, not just the style of how you are doing the job. This will be extremely useful when it's time for a new volunteer to take on the job you are doing.
3. There are many items on the To Do list but few ever make it to agenda items for Board meetings.
4. I updated my personal HIDWID with details on procedures I use to make and update the reports I write.
5. Social Media for ANRL - Contact me with anything you think should be posted.

6. Twitter -

7. Facebook -

## 8. Mailing Price Adjustment

I asked for documentation on what Paul said was a Board decision to change postage rates but have not received anything. Who made up this story?

9. Another Fulfillment problem: A dues reminder was sent to a member after he paid his dues, then he wrote and asked "Why?" This was caused by somebody filing payment information in Bud Taylor's box, after Bud stopped taking care of membership processing.

10. I put a current copy of reports of our collection on the Patron Computer. This was previously printed out and in the large **3-ring binder White Book**.

## 11. What is DVD Surplus

1. Just copies we have on hand?
2. All DVDs because we can always make copies by burning from master?

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

**1. Nudist Library Consortium.** Primary focus in the past quarter has been participation as an ANRL representative in the nudist library consortium, which continues to move ahead with considerable dedication and energy. Further details are explained in various subject categories as described below.

**2. Social Media presence for ANRL.** I manage the ANRL Facebook Group with about 90 members, and write a nudist history blog on Twitter under the handle @BuffLibrary with about 900 followers. I work closely with Bob Proctor who manages an official ANRL Twitter account called @ANR Library. These accounts enhance visibility of ANRL in the social media sphere.

**3. ANRL Zoom Master.** I manage the ANRL Zoom account, including scheduling, sending invitations, and producing meetings. ANRL continues to use Zoom for various meetings including the 2021 Annual Meeting in January and several committee meetings. We also use the ANRL Zoom account to hold quarterly consortium Systems Group meetings.

**4. Visit to NEFRL in Oshkosh.** Visited Doug Hickok and other NEFRL volunteers on 6 February to discuss technical details of his self-developed text search tool, and other programs including digital loans of material, and how his library card and library membership programs work. Knowing more about these NEFRL systems is expected to help ANRL and the consortium improve their own systems.

**5. Master Consortium Catalog Development.** My major focus over the last quarter has been starting development of a unified master catalog of all consortium library holdings, beginning with magazines. The basic concept will be to develop the catalog on Google Sheets - - - the Google spreadsheet program - - - and to use inputs from the various systems now being used by each library. Scans of the Donald Johnson Archive book will also be important in development of the catalog.

**Secretary Report-** Lou Cook none

### Treasurer's Report: Jim Sweeney:

This is my first report since being elected

Account Balances	Statement date	Balance
ANRL Checking	03/26/2021	13,649.78
ANRL Digital	03/14/2006 moved to MM	0.00
Center State Bank CD New	?? matured	0.00
Center State Bank CD Old	?? matured	0.00
Money Market	03/10/2021 to checking	0.00
LPL Financial	03/23/2021	103,081.27

Petty Cash	04/15/2021	50.00
Total		116,771.05

This information required much research and has all been verified. I do not have all of the details as I was not able to access the Quicken files used previously. I have started using a new computer record for transactions starting Jan 01 2021. I am using Microsoft Money software. As soon as we complete a review of the procedures used for recording income and expenses I will be able to provide details about the categories selected for inclusion in my report.

**Digital Archive:** None

### **Newsletters Committee: Jim Sweeney-** Newsletter Committee Report April 2021

Since the last Board meeting the Committee has continued collecting and processing newsletters from various sources. We have completed and have ready for addition to the Archive issues for the following months.

2021 Jan 24  
 Feb 80  
 Mar 89  
 Apr 17

All of these 201 newsletters have been uploaded to the Dropbox and are available for addition to the Archive. The majority of these items have been received in email with only about 8% by paper or downloaded from websites.

### **Database: Bob Proctor-**

- Dozens of database updates to scripts and layouts for report generation.
- Wrote a new report for Books: Books sorted by ©Year
  - Wrote procedures (HIDWID) for creating ~10 reports from the Database
    - <https://anrl.org/collection-report-generation-hidwid>
- Updated a dozen reports on the Collection tab : surplus books and videos, magazines etc.
- Imported 3 batches of new VIDEO information from Gary Nichols which included Notes, Topics and details of videos.
- There was a meeting to discuss Video Topics and Reports for the new work Gary Nichols was doing. David Foote promised he'd give me a value list of topics and a report layout. I have received neither of these to date.

### **Web Site- Bob Proctor-**

- [anrl.org](http://anrl.org) is built on the Drupal 7 platform and is getting old. We need to upgrade to a modern platform and move the contents. I don't have the energy or expertise to do this. We need to find a volunteer who can do it.
- Wrote page with recently updated pages on website: <https://anrl.org/website-updates>
  - Stopped doing this because it was taking more time to keep the page current than to actually doing the updates
- Working on identifying large and old files and moving them to NAS Archives. Loss of SSH has slowed the process of finding the big files.
- [anrl.org](http://anrl.org) was dead on Apr 14, 2021. I contacted [siteground.com](http://siteground.com) (ISP provider) and they told me how to fix it. It's working now.

### **Technical Committee: Bob Proctor-**

- Ordered ink for printer. We may want to consider buying a "Tank Printer" because ink is cheaper by the tank.
- Ordered 100 printable DVDs and 100 jewel cases for Gary Nichols.
- Devised and implemented a plan for Report generation with the Patron Computer for: Videos, Books, Magazines and Surplus material. This eliminated the need for the White 3-ring Binders. This will save thousands of pages of paper and all the work to stuff paper into the binders.
- Report generation for [anrl.org](http://anrl.org). There are about a dozen reports on [anrl.org](http://anrl.org) in the Collection tab that come from the FileMaker Database. Every one of these can only be built by using a MAC computer. ANRL has no such computer.
- SSH stopped working for the web site and after spending hours trying, I can't get it working. This is needed for file management and elimination of old and large files.
- Use of Markdown: My request that documents intended for web pages be written in Markdown. This format is easy to learn and it greatly simplifies the process of getting information on the web.

**NAS- Bob Proctor- (Synology NAS) Bob Proctor-** Estimate of time I have spent on NAS is 150 hours. At minimum wage of \$8.65 / hour in Florida, that's \$1297.50

- Filed Newsletters from For Patron to correct Newsletter Archive location
- Added a few dozen videos from Gary Nichols to correct location on NAS

**Video Conversion: Gary Nichols-** No report

**Newsletter: Paul LeValley-** We continue to get compliments on the content of our newsletter.

**Research: Paul LeValley-** We are starting to get a few internet inquires, but no in library research yet.

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

- **Membership- Bob Proctor-** The new **Membership Processing Volunteer** is **Bob Proctor**. The hand-off from Terry Crump to Bud Taylor, and then to me has been incomplete and has left big cracks where lots of things are falling.
- I do not know where the blank Life Certificates, the Gold Seals and the Seal Press device are hiding.
- Sent 65 Dues Reminders this month. One was sent after the member paid his dues and this was caused by confusion in Fulfillment process.
- Added a new field and wrote a script to the Membership Status Report: Dues Payments in last 365 days. (\$755)
- Wrote a Fulfillment proposal to try to simplify processing of membership renewals and payments and avoid depositing funds without recording payments in the Database and sending acknowledgement to the member.
- Wrote a new Report and Bar-Chart: Dues from Members by Year.
- Corrected a couple dozen data entry errors (manual errors) in the membership Database and wrote checking procedures to avoid such errors in the future.

## Membership Stats and Information

01/14/2021

(103) All Active Members

(055) Go To Membership

Total Mbr Records	329	Prefer Email	206
Total Members	401	Prefer Us Mail	26
Total Volunteers	28	No Email	50

Total Inactive Members	104	Unverified email	4
Total Pd Up Members	39		
Total Dues Paying Members	128		
Total Over Due Members	14	Over Due from 1 to 183 days	
Total tardy	48	Over Due more than 183 days	
Total: Paid this Year	775		

Note: Volunteers include family members

Total Paid up Members include volunteers

Total Member records is w/o, retired or deceased

**Membership Processing/Committee- Bob Proctor-** Working on contacting clubs and inviting them to be Club Sponsors. This involves drafting letters and updating Database to keep track of when letters were sent to clubs.

- Wrote record keeping and error checking procedures for sending dues payment reminders.
  - Wrote a one-click procedure to record dues payment and then notify the Treasurer that it's OK to deposit funds. This is part of Fulfillment.
  - Discussion topic: Do retired volunteers pay dues? When do they start paying dues again?
  - Club Database - WIP
1. Scrubbing and updating Database with current contact info, web page address, club info etc - one Club at a time
  2. Reporting amount and kind of digital content for each club at ANRL
  3. Contact each club with email - one Club at a time
  4. Record date that email was sent to the Club in "Club Email history" in Database

This also brought up the handling of dues and or gifts by patrons being acknowledged in a timely manner.

## **Old Business**

**Way Forward Project- Dave Foote**-Table and take a pause.

**Mailing Changes-** We need to investigate the cost of mailing and handling. Then adjust our web site and forms.

## **New Business**

**Fulfillment Procedure-** Edward is our new fulfillment person.

Motion by: Dave Foote, second Jim Sweeney.

That we use the following procedure (new wording in italics):

### In-library

1. Patron selects items and brings them to the desk well before closing time.
2. Librarian records items in the Magazine, Book, and Video Money Record (white notebook) for the secretary (who will adjust the inventory).
3. Librarian collects the money, writes a receipt, clips them together, and puts them in the treasure's bag in the locked file cabinet.
4. Librarian records the transaction in the Daily Log (brown notebook) for the treasurer.

### Remotely by mail or other means

1. Nothing happens until we have the check in our hands. Whoever opens the mail writes a receipt and puts it with the check in the treasurer's bag in the locked file cabinet. *If the order cannot be completed that day, write HOLD on the receipt and the order form. That means the treasurer will not deposit the check until the order is completed.*
2. Librarian records the transaction in the Daily Log (brown notebook) for the treasurer.

3. If there is a designated fulfillment person, put the order in that person's mailbox. If not, do the following steps yourself.
4. Find the items. If any items requested are missing or in questionable condition, contact the patron in whatever way possible to work out a resolution. Do the same if the money amount is not right.
5. Librarian records items in the Magazine, Book, and Video Money Record (white notebook) for the secretary (who will adjust the inventory).
6. Package the items and put a mailing label on the package.
7. Mail the package.
  - a. Magazines must go first class, and can be done through the Cove office if they are open. Do not wait around for a receipt; they will put it in our mailbox.
  - b. Books and videos can go by the much cheaper media rate, but must be done at a post office.
  - c. It may be necessary for someone to mail the package the next day. If so leave clear instructions for whoever is on duty.
8. After the package has been mailed, write MAILED on the order, initial and date it, and file it in the locked file cabinet. If we owe a partial refund, *or a hold was placed on the check*, give the order form with instructions to the treasurer, who will file it in the locked file cabinet *and cash the check* when all financial matters have been settled.
9. It would be a nice touch to e-mail the patron that the order has been mailed.

Motion passed

**Streamlining financial records-** Jim Sweeney He wants to table this until July so he can get a better picture of the breakdown of expenders we want to track.

**Contents of Safety deposit box-** Jim Sweeney

**Donald Johnson Catalog-**Paul LeValley We will send scans to the other libraries.

**Park Guides-** Lou Cook-We have so many copies, some are old. I believe we should handle and log them like we do our books. Keep the best copy of use in the library and second and third copy for the loadable shelf and all others become surplus. All agreed.

Motion by: Bob Proctor, second Dave Foote

Membership Dues Processing

1. Patron pays dues by mail or in person and/or patron donates to ANRL
2. Librarian reads the daily mail and, once realizing this piece of mail is membership-related mail:
  - a. Fills a receipt and attaches receipt copy #1 to the funds and puts funds and receipt in the Treasurer's bag,
  - b. Records the transaction in the Daily Log book.
  - c. Marks PAID on the piece of mail (renewal form and envelope) in the Membership Chairperson's mailbox and marks the mail as Membership.
3. Membership Chairperson
  - a. Reads the mail in his/her box in a timely fashion such as every few days.
  - b. Records payment and/or gift in the Membership Database.
  - c. Using a single button on the Membership-Payments tab, three things happen:
    1. Payment is recorded in the Database
    2. Email with acknowledgement is sent to the Patron, or a letter with acknowledgement is printed. If payment is a gift-only and if a special thank-you note is needed, then the membership chairperson will ask the Secretary to write a letter and notify the Treasurer when sent.
    3. Email is sent to Treasurer with a notification that membership dues or gift has been processed.
4. Treasurer does not deposit the funds until receiving acknowledgment email from Membership Database or Secretary.

Motion passed

**Meeting adjourned 12:27**

Schedule board meetings for 2021

Apr. 16

July 16

Oct. 15

Jan. 15, 2022 Membership Meeting

