

## **Board Meeting Notes: ANRL's July 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. Because of illness, he turned the rest of the meeting over to 1st Vice-President Bob Proctor.

Roll Call:

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

Attending by Zoom: Andy Duputel, Frank Gilberti, Patrick Stolt, Randy Fillmore, Rick Szydelko, Kris Haibeck, Mike Thompson, Sean King, Larry Schweitz, Shirley Mason

Minutes for April: accepted

### **Reports**

**Presidents Report: Paul LeValley** - Nearly all of our time lately has been taken up with the wild success of our appeal for remote volunteer help in *The Bulletin and Nude & Natural*. Instead of the usual 2 or 3 nibbles, we got responses from 24 people--more than we knew what to do with. We have been scrambling to implement projects that we thought lay 4 or 5 years in the future. Dave has been especially busy setting up mechanisms for checking quality control of our magazine scans. Jim and Bob now have remote assistants, while I am working with reviewers and interviewers.

At the same time, another appeal has brought us 4 very rare movies-- and that appeal hasn't even appeared in *The Bulletin* yet.

Other projects have necessarily been pushed to the back burner, though I hope we can approve our new library handbook and DVD copying policy at this meeting. Information on the loss of youth magazines years ago has fallen into place just now; it requires no further action at this time.

We have made our largest magazine and VHS sales in recent memory.

We are still short of local staff, but expect to come close to full operation six days a week when crowds return in the fall. Things are looking up.

**1st V President's Report: Bob Proctor**- I met with Mike Zahn and gave him a review of the technical workings of the library. Mike joined the library and was working for awhile, then got discouraged and decided to quit

At a meeting with Mike and Paul on (~6/15/2021), Paul abbreviated my questions to Mike, then further abbreviated Mike's answers. With this, there was uncertainty in the location of files and file names and this contributed to loss of data and hard feelings.

**Collaboration:** - I have a personal premium Evernote account and it has a lot of ANRL material. ANRL also has a premium account and I have shared a number of files from my personal account. I'm trying to get ANRL Staff members to use this Evernote account for collaborative work but it is difficult to get any volunteers interested in collaborative work. Evernote has a file called **ANRL Vol Info** which summarizes info on each volunteer. It also has a file for each volunteer which I have received or sent. These can be seen by anyone logging into Evernote.

**A Bring Up Cost Estimate for NAS** was made for efforts above and beyond normal volunteer job definitions or expectations: \$2,910. <https://anrl.org/nas-bringup-cost-estimate>

1. **New Volunteers** - ~24 altogether
- 2.

1. This is the original blurb that was posted in N and The Bulletin **Volunteers working at home (from anywhere in the world)**
2.
  1. Review and do quality control for scans of historic magazines and materials in our online collection
  2. Watch naturist videos, rate them and write reviews
  3. Convert naturist DVDs, VHS tapes and and films to superior digital formats
  4. Read and review nudist books
  5. Make suggestions for naturist books of the month
  6. Monitor the internet for naturist news from clubs, resorts naturist associations, tour operators, etc., and process for retention in our files.
  7. Record new additions for our catalog of naturist magazines, books, videos, and audio recordings.
  8. Help with publicity and membership campaigns to inform others about our library
  9. Coordinate communications between our library and other libraries in our nudist library consortium
  10. Set up Zoom conferences for online meetings of library volunteers
  11. Work in areas that capture your interest
3. There was nothing in the original blurb related to anything technical that I'm working on. Nobody asked me about volunteer opportunities. Now that we have all these potential volunteers, somebody is saying some belong to me, like I would be the master and they would be slaves. I need help to solve problems and I do not intend to enslave anyone.
4. I proposed a **New Volunteer Checklist** but don't have verification that it was given to or read by potential volunteers
5.
  1. Submit ANRLApplication Membership form: <https://bit.ly/3c1nfGG>
  2. Fill Volunteer Application form: <https://bit.ly/3pD1eCH>
  3. Optionally write a BIO for him/herself that can be added to: <https://anrl.org/staff-bios> Also, optionally, include a photo.
  4. Review **Overview of ANRL's Web Site** <https://anrl.org/overview-anrls-web-site>

5. Be familiar with the **Library Tour Checklist** <https://anrl.org/library-tour-checklist>
  6. We received ~24 responses to the blurb and there was confusion as we didn't have job definitions ready.
  7. Poor follow-up and netting in of the volunteers. Many have been left dangling.
  8. Very few of the potential volunteers have become ANRL Members who are in the Membership Database. **As of Jul 06, 2021, only 2 of the ~24 potential volunteers are ANRL Members.**
7. What was accomplished with the Robert Sanders order of 34 DVD videos? Hard feelings, fulfillment mix-up, delays, realizing copyright issues. A list of surplus videos was on the Website but it was not filtered by Copyright because nobody thought of that. Then an order came in including copyrighted material. Lots of arm waving and yelling and Sanders order was delayed, Mr Fulfillment got confused, I refused to spend hours to burn DVDs, all resulted in lots of hard feelings.
3. A ZOOM meeting with **Kris Hailbeck** was held on Jun 03, 2021. Paul forgot to attend. We discussed Kris could help with better: ZOOM meetings, communication, teamwork, job definitions, reports, documentation, collaboration etc. Work with Kris has been wandering and I lost track of status.
  4. A meeting with me, **Jason Cochran** (new volunteer) and Paul on July 3, 2021 was productive. Jason saw the network configuration, the equipment in the library, and the data flow between all of the elements. He presented advantages of moving to a **Network Segmentation** approach. We will be working with Jason to possibly implement some of his ideas.
  5. **Procedure and Operating Manual for Volunteer Librarians** I reviewed this and sent feedback but the document remains unchanged. The latest version is on the Website in the **Staff Only** page (Click on Procedures.)
  6. I am monitoring email coming into ANRL several times a day.

**2<sup>nd</sup> V President Report: Dave Foote-** 1. Nudist Library Consortium- Significant 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 several subject categories as described below.

2. Social Media presence for ANRL-I manage the ANRL Facebook Group with about 90 members, and write a personal nudist history blog on Twitter under the handle @BuffLibrary with more than 1,000 followers. A major development this quarter was that without warning or providing a reason, Twitter suspended my account on 15 June. I appealed immediately but have as yet received no explanation. Evan Nix of WNRL who manages his own Twitter nudism account was "locked out" by Twitter on 16 June but his account was reinstated the next day. Evan advises this has happened with his Twitter account before. Social media platforms and selling platforms like eBay often have a love/hate relationship with nudist subject matter. Policy about displaying non-sexual nudist images is often changed without explanation. In any case, my @BuffLibrary Twitter account is inactive, awaiting results of my appeal. There is no direct connection between my Twitter account and ANRL, although I sometimes refer viewers to Bob Proctor's @ANR Library account.

3. ANRL Zoom Master- I manage the ANRL Zoom account, including scheduling, sending invitations, and producing meetings. ANRL uses Zoom for Annual, Board, and special meetings. I also use ANRL Zoom account to hold quarterly consortium Systems Group meetings.

4. New Remote Volunteers- Far and away the most significant development in this quarter was the response of more than 25 people to our ads for volunteers starting in midday. I have devoted many hours to this effort since it broke, communicating directly with new people and helping develop a new team-oriented organization. This has been an effort unlike almost anything else seen in the history of the library, as never before have we made direct appeals to volunteers outside central Florida. This project has kept all officers extremely busy, and several months may elapse before all new people can be trained and assigned to specific tasks.

5. Master Consortium Catalog Development- Some progress was made on this project, but significant work was delayed because of the effort required bringing in new ANRL volunteers

**Secretary Report-** Lou Cook I have completed moving the guides. They are now with the regular books.

**Treasurer's Report: Jim Sweeney:**

Account Balances	Statement date	Balance
ANRL Checking	07/03/2021	11,885.14
LPL Financial	02/28/2021	103,191.17
Petty Cash	07/07/2021	305.00
PayPal	07/01/2021	290.50

I do not have all of the category details as I have started a new computer record for transactions beginning Jan 01 2021 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:** Michael Zahn has begun filling Ed's old role. So far, he has strung together about 6 newsletters

**Newsletters Committee: Jim Sweeney-** The Committee has expanded picking up one of the new "remote" volunteers. Dee Kopesky who lives in Camden, ME is now helping in two ways. She has a project to develop a system to Catalog our existing newsletter collection in a manner in which it can be easily updated as additions are collected. Once that is working and she has gained a familiarity with how our collection is growing and the names of clubs and their newsletters, she is going to relieve me so that I can concentrate on my Treasurer duties. Meanwhile I have continued collecting and processing newsletters. Our collection has grown with the addition of Archive issues for the following months.

April 17+29=46

May 54

Jun 46

These newsletters have been uploaded to the Dropbox and are available for addition to the Newsletter Archive located in the NAS.

## Database: Bob Proctor-

1. **Membership Database:** wrote script to select **all overdue/tardy members**, check for anomalies and then send reminders for dues payments to all with one click. This will simplify sending the monthly dues payment reminders.
2. **Report generated for Dues and Payments by Members by Year.** This report can be generated with the click of a button on the membership page of the Database. **Member Payment by Year**
3. Copyright issues have caused lots of hard feelings. I got beat up because I hadn't thought to filter on copyright, but neither did anyone else. I added fields to Video records to show Copyright status and then incorporate that into new reports.
4. Reports on the Collection page of our Website have been updated.

1. **Web Site- Bob Proctor-** Now working with Andrew Blair to develop a plan to update the website. Andrew is testing a new Drupal 9 platform and a Wordpress option:
2.
  1. Drupal 9 upgrade, <http://drup9test.anrl.org/>
  2. Word press migration <http://drup9test.anrl.org/wordtest/>
3. Several pages now have **paragraph separator graphics**, thanks to the work on new volunteer Andy Duputel. A paragraph separator is a horizontal line with a gap in the middle which is filled with a small graphic or cartoon graphic. Andy is working on designing additional graphics for the Website.
4. Several of the larger pages on the Website (Staff Only, Donate, Collection, and a couple others) now have **navigation buttons** that point to locations which are lower in the page being viewed. Other links take you back to the top of the page. This makes finding things in the page being viewed easier than having to scroll down. A **navigation button** is text that when clicked on will behave like a hyperlink on a web page.
5. **Migration of our website to Drupal 9:** Drupal is a popular content management system (CMS) for building websites. Andrew Blair (a remote volunteer who lives in Boston) solved all crucial issues and then switched the Website [anrl.org](http://anrl.org) to the new Drupal 9 version. You may not notice a huge change, but there are many security and functionality upgrades under the covers. A few non-crucial issues will be worked on and fixed later. We have wanted to do this upgrade for quite a while, but [siteground.com](http://siteground.com) (our internet provider) changed to a new version of PHP code and removed the old PHP version that we used previously. This forced us to move quickly to prevent the Website from going down. Andy Duputel, another remote volunteer, is developing a Word press version of the website. This version of the website will have prettier graphics and a better look and feel. If you notice anything that is not working correctly, then please report the issue to [admin@anrl.org](mailto:admin@anrl.org)

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

1. I met with Lou Cook and fixed the problem she was having with a missing bookmark on the Chrome Browser for library email. The procedure for doing this should be well known by all users of ANRL Mail in the event that some 'genius' goes overboard while cleaning house by deleting important functions like bookmarks.
2. Over the past few years the Patron computer and Scanning computers have not been connected to the Internet because some 'Genius' decided it was security issue and he didn't want automatic security updates. Now as the computers get older, the decision of not connecting to the Internet is turning into a big problem. As we connect the computers to Dropbox which requires an Internet connection, they are vulnerable to security attacks because vulnerabilities in software have not been fixed.
3. Active members of the technical team include **Anthony Blair, Jason Cochran, Andy Duputel, David Foote, Jim Sweeney and Bob Proctor**

### **PATRON COMPUTER REPORT**

1. Updated the **Patron** computer with Archive Report .pdf files identical to those on the **Collections Tab** of the website. There is an ICON on the desktop that opens up a Website those points to the reports which have been copied to the Patron computer.
2. Automatic updating the Patron computer is a difficult task, especially when the Patron computer isn't connected to the internet. I wrote a web page **Data Flow NAS to Patron** <https://anrl.org/data-flow-nas-patron> which has several alternative solutions. As of now, I see nothing that could automatically sync NAS with Patron so it looks like manual steps will be involved.

### **SCANNING LAPTOP COMPUTER**

1. I backed up files on the laptop. This has never been done before as far as I know. This was a one-time backup, not automatic and therefore will need to be done periodically.
2. In an attempt to simplify transfer of magazine and book scans to NAS, I installed Dropbox (anrlibrary588@gmail.com).
3. I had to remove 3 abandoned Dropbox accounts before installing the new one
4. In the process of doing this, some files were lost. I think this was because of improper use of previous Dropbox accounts and including all desktop files and folders in the files going to Dropbox. Also contributing was the use of desktop to store scanned files.
5. It is now possible to drag and drop files into the new Dropbox account and then easily get them into NAS.

### **NAS- Bob Proctor- (Synology NAS) Bob Proctor-**

1. Approximately 40 .pdf files with old ANRL Board Meeting Notes have been added to NAS.
2. I moved a number of folders out of the ANRL **SYNC** top level folder into the **Archive** top level folder. This was done because while loading archives to the Patron computer, we will use **ANRL SYNC** and don't need or want those other folders.
3. Purchased a **10 TB external hard disc** and partitioned it into 2 5TB partitions.

4. The 10 TB external hard disc was attached to NAS and a **USB Copy** background job copied all Archive files to the external hard disc.

In response to question from library president Paul LeValley, Bob stated that directions for operating the NAS has now been written down, and are stored on the staff only page of the web site. He did not have as answer to when the backlog of newsletter and magazine scans will appear on the patron computer.

**Video Conversion: Gary Nichols-** Here is my update on where we are with video file conversions:

<b>Topic</b>	<b>Count</b>	<b>Percent Complete</b>
Total videos in the ANRL database	853	N/A
Videos with updated "GaryN Topics"	671	79%
DVD's created for lending to patrons	338	40%
MP4 files created for NAS	335	39%
VHS archive copy converted to DVD	277	100%

The MP4 files created so far contain approximately 265 hours of video.

My focus going forward is to update the remainder of the 182 video records with "Unknown" in the GaryN Topic field during the creation of MP4 files and loanable DVDs.

**Newsletter: Paul LeValley-** If anyone has anything for the July newsletter, get it to me within the next week.

**Research: Paul LeValley-** Since the worst of the pandemic, just one researcher has returned to study Christian naturism. No researcher has yet approached us about participating in Phase 2 of the Consortium agreement--partially because The Bulletin has twice failed to announce it.

**Other Nudist libraries: Dave Foote -** Other Consortium Activities. I regularly attend WNRL Zoom meetings as an ANRL Consortium representative. I chair a Consortium technical group that I founded called the Consortium Systems Group. The group met by Zoom on 17 April and the next full meeting will be on 17 July. Working group meetings are held as needed. Major projects underway now are

a review of GSuite search procedures and development of a Consortium Master Catalog, Both of these projects have been delayed somewhat by my effort required bringing in new volunteers at ANRL.

• **Membership- Bob Proctor- Membership Stats**

(103) All Active Members		(055) Go To Membership	
Total Mbr Records	264	Prefer Email	1926
Total Members	321	Prefer Us Mail	20
Total Volunteers	30	No Email	40
Total Inactive Members	70	Unverified email	4
Total Pd Up Members	39		
Total Dues Paying Members	117		
Total Over Due Members	03	Over Due from 1 to 183 days	
Total tardy	42	Over Due more than 183 days	
Total: Paid this Year	1015		

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-**

1. One by one, the count of overdue members is decreasing.
2. Monthly reminders are being sent for tardy and overdue members.
3. Number of members overdue by 1/2 year or less: 3
4. Number of members overdue by more than 1/2 year: 46
5. I need postage stamps to mail reminders to ~8 members.
6. I think I fixed all problems have been fixed which were associated with printing membership cards and the membership certificate which are sent to members when they pay dues or become a member of ANRL. The nice certificate was printing on two pages. If anyone hasn't seen the member card or certificate, then ask me for one.
7. I sent a note to ~8 volunteers who have left the library but are not paying dues. I asked them to consider volunteering again, or expect reminders for the normal dues payment of \$20/yr. Only one response came back. I don't want to be the guy who asks retired volunteers for dues payments.

## Old Business

**Returning Grant money to AANR Education Foundation-** Tabled

## New Business

**Policy on duplicating and selling DVD's-** tabled

## New Version of Library Handbook

Motion: By Paul LeValley, Second Dave Foote

Title: to accept new Volunteer Hand book with minor changes.

Passed

## Volunteer Life membership

- VOLUNTEER LIFE MEMBER

Any officer of the ANRL shall be considered a Sustaining Member for the period they serve. Each year of elected service shall count as an additional year as Sustaining Member. After four years as such, Volunteer Life Membership shall be automatically any volunteer who has accumulated approximately 320 hours of volunteer work (i.Q.6 conferred upon them months of library monitoring, part time library assistance, etc., over a period of four or more years, etc.) shall be eligible for a Volunteer Life Membership and then can be voted as such at a ANRL Board Meeting by a majority of the Board and attending members. Past officers, not yet Volunteer Life Members will have for each year served, 80 hours toward this type of membership.

A couple weeks ago I went through the membership Database looking for departed volunteers and wrote to them and asked them to think about returning to the library. I told them that if I didn't hear from them I would change their membership status to 'A' from 'V' and then I'd start asking them for yearly dues.

### MOTION

**Title:** Nominations for Volunteer Life Membership

**Motion by:** Bob Proctor **Second by:** Pau LeValley.

- Knowing that ANRL Volunteers (#4182 Dave Graber, #4184 Tom Bergen, #4194 Sue Nathan, #4203 Gary Wright, #4169 Mark J Silverstein, #4263 Rebecca M Silverstein, #4266 Terry L Crump) have met the requirements given in PROCEDURE AND OPERATING MANUAL for VOLUNTEER LIBRARIANS V2 (<https://anrl.org/procedure-and-operating-manual-volunteer-librarians-v2>). I move that membership status of said volunteers be changed to **Volunteer Life on Membership**.
- **Passed**

**Position statement TNS-NEF dispute- Tabled**

**New Remote Volunteers- Dave Foote** New program glad to have all new people will take time to get up and running. We want to have the people work in areas that they are most comfortable and have most knowledge. Glad to have you with us.

**Digital Subscriptions- Dave Foote-** We want to try to correct errors in our digital PDF files. There are missing pages et excreta. We will need people to help and there will be programs we will need to subscribe to. This is a big job.

Motion

Title: Money for Digital Files

Motion by: Dave Foote, Second Jim Sweeney

That Dave Foote is give a \$500 start up fund for digital subscription project.

Passed

**Next Board Meeting October**

Motion

Title: Move the meeting date

Motion by Paul LeValley, second Dave Foote

The October Board meeting will be moved to Saturday Oct.16 at 11:00.

Passed

**Meeting adjourned 12:27**

Scheduled board meetings for 2021

Oct. 16

Jan. 15, 2022 Membership Meeting

