

**Minutes of the American Philatelic Research Library
Board of Trustees Meeting
Hartford, Connecticut, August 15, 2008**

I. Call to order and President's Comments: The meeting was called to order by Ken Grant, President, at 2:05 p.m. EST, August 15, 2008, who welcomed those in attendance. Ken passed on and endorsed Janet Klug's remarks from the APS Board meeting that members should get personal thank you notes from Board members for all donations of \$100 and above - in addition to the official acknowledgment sent out from Bellefonte. The staff will divide the workload among both APS and APRL Board members and provide them with suggested text and stationery; the notes should be hand-written.

Those present: Ken Grant, President; Trustees Roger Brody, Jack Flannery, Rob Haeseler, Peter Martin, Charles Peterson, Roger Schnell, Herbert Trenchard and Dan Walker; Peter Mastrangelo, Administrator; Ken Martin, Deputy Administrator; Gini Horn, Director of Library Services; Rick Banks, Controller; Barbara Boal, *PLR* editor; Virginia Eisenstein, APS/APRL Attorney; Wade Saadi, APS Vice-President; Hugh McMackin.

Absent: None

II. Minutes of Previous Meetings:

A. January 11, 2008 meeting at Charlotte, NC. Ken Grant commented that the information on Vooy's Fellows (para 4) should be amplified, to the extent that Jon Krupnick has only paid \$2,500 rather than the full \$5,000. Roger Schnell indicated that this was apparently due to a misunderstanding by Krupnick, and that he should be sent an invoice for the remaining amount. This was not a correction to the minutes; rather, it was mentioned as a matter needing follow-up.

Also, Peter Martin believed that the information reported under *Philatelic Literature Review* (para 4), that "Board members are precluded from receiving *PLR* honoraria" was incorrect, and that the restriction was meant to apply only to those articles which Board members wrote in their official capacities. Review of the record reflected that the minutes were correct; Peter Martin stated that he would bring the point up later as a separate matter of old business. Dan Walker moved acceptance of the two sets of minutes, seconded by Roger Schnell; approved unanimously

B. May 28, 2008 Joint APS/APRL teleconference meeting. No comments. Dan Walker moved acceptance of the minutes, seconded by Charlie Peterson; approved unanimously.

III. Reports

A. Administrator:

Pete Mastrangelo noted that his official report had been presented and discussed at the immediately previous joint meeting of the APS and APRL Boards. There were no further questions; the report was accepted unanimously.

B. Librarian:

- Circulation: During the first half of 2008 the number of users is down slightly from 2007 Jan-June, but the number of items circulated and the number of items photocopied has increased over the previous year.

- Cataloging: With the elimination of our cataloger the workload has been spread to all the remaining staff: one does descriptive cataloging, one the classification (shelving) numbers, another prepares the spine label, and another places the label on the item and shelves it. At this time, we are keeping up with the incoming materials, however, Stampshow's literature competition has always been the time when we see the backlog increase. We are contacting various library schools, primarily in Pennsylvania, to inquire about the availability of having "interns" work at the philatelic library. While cataloging might seem like the obvious focus, because we have our own manual of subject headings, and are using the Library of Congress Classification system differently than the way it was developed, we would hope to have any interns working on other materials to free the time for our regular staff to work on the cataloging.

- Libraries / Union Catalog: In early APRL representatives from Rocky Mountain Philatelic Library, The Postal History Foundation and the Collectors Club of New York met at the American Philatelic Center for a "meeting" of the minds. We had a webinar on Inmagic Genie, and we decided to attempt to merge digital versions of the catalog into one database. Because of a variety of obstacles (from health to loss of personnel) we have not yet been able to implement this process. Our IT "department" feels that it should not be a difficult task once we have the importation methods in place. The librarian's group met at StampShow earlier that day at which they reviewed a draft memo laying out the concept of the philatelic Union Catalog, which Gini passed to Board members for their initial consideration.

- Grant completed: Our grant from the Pennsylvania Historic and Museum Commission was completed by the end of May, with our final report being sent to the PHMC the third week in June. We applied for a subsequent grant to process more of the photographs.

- We have been told that the State Revenue Society Library would be transferred to the APRL, and also that the COPAPHIL Library would be transferred to the APRL.

- In addition, we have received from Thomas Allen's estate his library and research materials. Also, the Dale Pulver research materials and some of his literature will be coming to us. We also have been informed that several boxes of James Beal's research papers are included with Dale Pulver's items. Finally, we received several boxes of archival correspondence from the US Philatelic Classics Society. They asked that we enter information on the contents in the catalog. We will store these materials in the US Philatelic Classic Society room.

Gini's report engendered considerable discussion, particularly with suggestions on how to more extensively publicize the library and its services. There was also a short discussion on cataloging and indexing, the bottom line being the need for a current table of authorities. Roger Schnell commended the library staff on the rapid response time; Gini emphasized that the library policy was "requests come first."

Dan Walker also commended the library staff. He asked about availability of space; Gini stated that it was diminishing, but we still have several years in the current configuration.

Dan moved that the report of the librarian be accepted, seconded by Roger Schnell; motion passed unanimously.

Dan further moved *that the Board accept the concept presented in the draft memo of the library group and authorize the APRL staff to move forward with review of this document, while not committing at this point to any significant expenditure of funds.* Second by Charlie; approved unanimously.

C. APS Attorney: Virginia Eisenstein reported that she concluded legal action regarding a small parcel of land that had been part of the railroad property - a total of 0.173 acre. There is no current litigation involving the APRL. Litigation continues against the APS and several of its officers; the conspiracy count has been thrown out, as has the request for punitive damages. The case is now in the discovery stage.

Dan Walker moved acceptance of the Attorney's report, seconded by Jack Flannery; motion passed unanimously.

D. Treasurer: Jack Flannery opened by expressing high confidence in the professionalism and performance of Rick Banks, Controller, and the detailed reports and analyses which he provides. The year-to-date financial statements (as of June 2008) were reviewed, with various technical questions answered (*e.g.*, Why is the accounts receivable balance so high? Because it includes pledges which extend into the out-years).

Jack Flannery stressed that the APRL has a *very* tight budget. He also emphasized that we need to have a better approach to fiscal planning, to include sources and amounts of income.

Roger Schnell moved acceptance of the Treasurer's report, second by Dan Walker; passed unanimously.

E. PLR Editor: Barb Boal noted that the journal is done in-house, by two people, which causes time problems. They also need copy, and she asks each Board member to submit at least one article. She suggested a short "What's on My Bookshelf?" article, and distributed a schedule assigning a specific timetable to each Trustee, from the 4Q 2008 issue through 4Q 2010. At the present time, there are no indexes on the horizon. They are continually working to cut costs, but postage charges continue to increase. Our present domestic mailing is approximately 2,400 copies – not qualifying for preferential bulk rates; we are looking at the possibility of shared mailings to meet the minimum quantity.

Dan Walker moved acceptance of the report, seconded by Roger Schnell; passed unanimously.

IV. Old Business

A. Volunteer Programs: The Board discussed the concept paper on use of volunteers submitted by the *ad hoc* committee (Peterson, Trenchard, Gini Horn), with particular focus on cataloging. Gini noted that the Library catalogs approximately 8,000 titles per year. Our first priority is to update our table of authorities. Gini contacted one potential volunteer, with no success; she has another potential candidate whom she will contact in the near future.

Roger Schnell moved that the proposal be accepted, second by Dan Walker; passed unanimously.

V. New Business

A. Naming Opportunities: Moved by Dan Walker, second by Roger Schnell, to approve the naming of the Michael Rogers Asian Reference Collection and the Hugh (Mel) Goldberg Album Reference Collection. Passed unanimously.

B. Library Life Membership Dues: The Board reviewed the analysis and recommendations prepared by Ken Martin. It was moved by Charlie Peterson, seconded by Roger Schnell, that the following changes be made to the current Life Member dues schedule:

1. *Effective January 1, 2009, \$1 per month per life member will be paid from the Life Member Fund to the Library's Operating Fund. The health of the Life Member Fund will be reviewed annually and any change in this amount be brought to the Trustees for consideration at their August meeting.*

2. *Effective January 1, 2009, the following life member rates will be established for Library life membership:*

<u>Age</u>	<u>APRL Life Dues</u>
18-39	\$600
40-54	\$500
55-64	\$430
65+	\$360

Current organizational Life Members will continue as such; however, no new organizational Life Memberships will be issued.

Motion passed unanimously.

C. Honoraria for PLR Authors: Peter Martin proposed the Board revise its decision of January 11, 2008, regarding the restriction on honoraria for APRL Board members other than for writings in their official capacities as Board members. Society Attorney Virginia Eisenstein pointed out that this situation has already been covered in the Guideline on Ethics adopted by the Board, which specifically states, *inter alia*:

Members of the Board may write articles for The American Philatelist, the Philatelic Literature Review, or other Society or Library publications, for which they will receive compensation at standard rates, except that no Board member will be compensated for regular columns in any Society publication reporting on Society activities or written as a result of the member's official duties on the Board.

The January 11 decision is thereby invalidated.

D. Discussion of Ways to Increase Use of the APRL: There was general discussion on ways to increase publicity, including suggestions that Gini produce articles on the use of the Library for use by society bulletins and other journals. There was also mention of the use of “testimonials” by pleased users, a technique used by the British Museum and other organizations.

VI. Adjournment. Dan Walker moved adjournment of the meeting, seconded by Roger Schnell; motion passed. President Grant declared the meeting closed. at 4:00 p.m..

Action items:

1. para IA: send invoice to Krupnick for balance of Vooy's Fellowship (K. Martin)
2. para III (Librarian's report): review and comment on draft memo (Gini)
3. para III (*PLR* Editor's report): submit article for *PLR* (each Board member)
4. para IV (Volunteers): contact potential volunteer re establishing TOA (Gini)
5. para 5B (Life Membership): change info on web site, *PLR*, brochures, etc. (Gini, Barb)
6. para VD (Honoraria): Ethics Guidelines on APRL site still read “proposed,” and no date of adoption; needs to be updated (Ken Martin)

Respectfully submitted,

Charles J. Peterson, Secretary