

**Friends of the Western Philatelic Library
Board of Directors Meeting
Saturday, April 7, 2018**

1. Meeting Called to Order: The meeting was called to order at 10:21 am by **Board Chair Stu Leven** at the **Western Philatelic Library, 3004 Spring Street, Redwood City CA 94063.**

Roll Call found **5 Officers and Directors** present (constituting a quorum): **Richard Clever, Stuart Leven, Nestor Nunez, Roger Skinner, and Roy Teixeira.** Regrets received from **Director Ed Jarvis.**

Guests: **Bob Gordon (Bay Phil Editor), James Sauer, and David McNamee.**

Recording Secretary: **David McNamee**

2. Minutes of Previous Board Meeting of February 10, 2018: The **Minutes** were approved without objection.

3. Treasurer's Report: **Treasurer Nestor Nunez** presented the current **Financial Statements** ending March 31, 2018. He reported that he had submitted the paperwork for San Mateo County Property Tax Exemption. He will follow up later on its status (certain information required by the filing were missing). Nestor further brought up some matters regarding the Merrill Lynch **Investment Account** -- Merrill Lynch has been charging \$150 per year to maintain the account. Nestor suggested that the Board reconsider its position on closing the account at the June Board Meeting (motion by Director Ed Jarvis to close the account failed at the last board meeting). Other news: a check for \$4250 has been received from the Society of Australasian Specialists/Oceania for storage and administrative services for the SAS/O Library currently housed within the WPL building. This represented 17 years of storage and administration at an agreed rate of \$250 per year. The **Treasurer's Report** was accepted without objection..

4. Funds and Fundraising: No report.

5. Library Operations Report: **Roger Skinner** said new material is still coming in for sale as bound journals. A donation of two major publication runs by **Richard Clever** is among the new material. **Stuart Leven** will check to see if the previous customer is interested in these new bound journals. Stuart is also about to commence re-cataloging the stamp catalogs in our collection. There was a lot of discussion about hauling the books for sale from the Library to WESTPEX, but no resolution.

6. Publicity and the Bay Phil: **Editor Bob Gordon** said that the April issue of the *Bay Phil*. Would come out approximately 24 April.

7. County Welfare Exemption of Property Tax: **Treasurer Nestor Nunez** has applied for an exemption to the County Property Tax. This is for the tax year 2018-2019. Meanwhile the property Tax due April 10 needs to be paid to avoid a penalty charge of 10%. Once the tax exemption is obtained, WPL should apply for a refund of previous amounts paid. A listing of Business Personal Property is required in the tax application filing, and Nestor had requested Roger and Stuart to working on providing the list.

b. Parking on 2nd Street in front of WPL: Board Chair **Stu Leven** will attempt to get our Second Street frontage zoned for four hour parking to ease parking for Library patrons and volunteers.

8. WPL Operating Instructions, Corporation Documents, Additions and Updates:

Nestor Nunez said that the Library needs to make a filing with the Registry of Charitable Trusts, and the Articles of Incorporation need to be brought up to date (outdate wording to comply with CA nonprofit law).

9. Website Update: no report.

10. eBay Sales and FWPL PayPal Account: no report

11. Membership and Mailing: **Richard Clever** reported that there are currently 231 Members (including 10 Overseas Members). He and Treasurer **Nestor Nunez** are reconciling their records since the turnover of the bank accounts in January.

12. Fence and Gate Repairs: **Roy Teixeira** will attempt to get a second bid for the front gate to go with the first bid of \$3625. Because of the absence of **Ed Jarvis**, discussion of Ed's offer at the February 10 Board Meeting re: repaving the parking area was postponed.

13. Nominating Committee for 2018 Election of Officers: **Roy Teixeira** will be contacting the proposed slate of candidates for short biographies to be published with the ballot in June.

14. Safety Committee Report: **Roy Teixeira** reviewed the progress since the February Board Meeting: the outside doors have been modified with key in, push bar out. An Electrical Audit of the Library for safety including improved lighting and lighted Exit signs with battery backup lighting. Roy will further explore the PG&E program for converting our lighting to more efficient fixtures.

15. New Business – none.

16. Next Board of Director's Meeting: Saturday June 16, 2018 at 10:30 am.

Adjournment: Chairman **Stuart Leven** declared the meeting adjourned at 11:21 am.

David McNamee
(Acting) Recording Secretary

Attest by Board Secretary
(after approval at next meeting)
