

**Friends of the Western Philatelic Library  
Board of Directors Meeting  
Saturday, November 10, 2018**

**1. Meeting Called to Order:** The meeting was called to order at 10:17 am (early start agreed to by all Directors) by Board Chair Stu Leven at the Western Philatelic Library, 3004 Spring Street, Redwood City CA 94063.

**Roll Call** found all 6 Officers and Directors present:

**Richard Clever, Stuart Leven, Nestor Nunez, Roger Skinner, Roy Teixeira, and Ed Jarvis.**

**Guests: Bob Gordon (Bay Phil Editor) and Judy Jarvis.**

**Recording Secretary: Russ Samuels**

**2. Minutes of Previous Board Meeting of August 11, 2018:** The Minutes were approved unanimously on a motion by Ed Jarvis, seconded by Roger Skinner.

**3. Treasurer's Report:** Nestor Nunez presented the Financial Statements, including a detailed report of all Cash Receipts through October, 2018, copies of which were distributed to members of the BOD. Highlights include the refund of Property Tax (paid during the Library's tax-exempt status suspension) received from San Mateo County. Ed Jarvis moved to thank Nestor Nunez for getting the Property Tax refunded, seconded by Roy Teixeira and passed unanimously. The Merrill-Lynch Investment Account has been closed (as voted at the previous BOD meeting) with funds deposited in the US Bank Account. More than \$2,000 was raised by the Sale at Filatelic Fiesta in October. Nestor also mentioned that per Roger Skinner, the sellers of the Library Building want to be repaid their seller financing around February 2020. A replacement mortgage or large donations will be necessary. With the current cash position, the WPL has about 15 months of expenses covered at the rate of about \$3,500 a month, most of which is for the mortgage. It was suggested that WESTPEX be solicited for ongoing contributions of \$5,000 a year (as a storage fee) to help with expenses. Roger Skinner moved to accept the Treasurer's Report, seconded by Ed Jarvis, and passed unanimously. Ed Jarvis also moved to congratulate Nestor Nunez for his fine work as Treasurer, seconded by Roy Teixeira and passed unanimously.

**4. Funds and Fundraising:** Mostly covered in the Treasurer's Report. Nestor Nunez also mentioned that he received a suggestion from Dale Eggen to create a "Go Fund Me" donation link on the FWPL Website.

**5. Library Operations Report:** Roger Skinner said there has only been one visitor to the Library recently, but he worked for three hours. Stu Leven reported additional Bound Book sales and Nestor Nunez suggested that Stu write a Thank You letter to Wally Jolliff, Ken Lewetzow, Kristin Patterson and Roy Teixeira for their work on making the sale at Filatelic Fiesta such a success.

**6. Publicity and the Bay Phil:** Editor Bob Gordon offered his thanks to several individuals who assisted him in getting out the last issue of the Bay Phil. Nestor Nunez passed out copies of a flyer from the Friends of the South San Francisco Library as a suggested format for a page in the BayPhil. The December issue is due out in January.

**7. County Welfare Exemption of Property Tax:** Covered in the Treasurer's Report. Nestor Nunez will follow up each year to certify the Library's continued non-profit status.

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

Nestor Nunez said that the FWPL's filing with the **Registry of Charitable Trusts** has been approved. **Roger Skinner** showed a letter received from the **Franchise Tax Board** confirming that it has been so notified.

**9. Website Update:** No report as **Webmaster Dave Moore** was not present..

**10. eBay Sales and FWPL PayPal Account:** **Stu Leven** said he has been listing stamp lots on eBay. **Jerry Mix** also puts lots on eBay for the Library.

**11. Membership and Mailing:** **Richard Clever** said that there are currently 230 members, with 10 overseas. One member has recently paid for 2019 in advance. A letter requesting donations from Life Members and those receiving complimentary copies of the *BayPhil* will be sent out.

**12. Fence and Gate Repairs:** **Ed Jarvis** suggested that this should be looked at as a matter of "Pride of Ownership" and that those considering donations to the Library would be more inclined to act if the capital repairs are taken care of. Funding is available for this project and **Richard Clever** moved to go ahead with it, seconded by **Roger Skinner** and passed unanimously.

**13. Door Closure Devices:** **Roy Teixeira** reported that the door closures are now complete except for the outside handle on the Spring Street door which should be finished shortly. The lighting and Exit signs have also been completed. Roy also intends to have the back wall repainted.

**14. Letter from State Attorney General:** Covered in **WPL Operating Instructions, etc.** above.

**15. Nominating Committee for 2018 Election of Officers:** Will be addressed at the **January 2019** meeting.

**16. Safety Committee Report:** **Roy Teixeira** sent the **BOD** a three-page e-mail with a list of excess materials that should be discarded in order to make work in the library more efficient and safe. This was previously approved. **Dave Moore** sent a proposal for shelving units under the deck in the back of the Library. This is self-funded at no cost to the Library. **Ed Jarvis** moved to accept this offer, seconded by **Richard Clever** and passed unanimously.

**17. New President of the FWPL:** **Stu Leven** said he wishes to resign his position as **President** in 2019. **Ed Jarvis** asked Stu to put this off until the January meeting.

**18. Next Board of Director's Meeting:** **Saturday January 12, 2019 at 10:30 am.**

**Adjournment:** Nestor Nunez moved for adjournment. Meeting adjourned at 11:38 am.

Respectfully submitted,

**Russ Samuels, Recording Secretary**

**Attest by Board Secretary (after approval at next meeting)**