

## **Office Operations & Administration Report October 2017**

### **Library Inventory**

I have completed the first phase of the library inventory. This includes volumes in our library stacks, the Reading Room, and the rare books glassed-in cabinets in the World Coaching Club room. My sister, Marian Severn, has been a big help to me in moving this project forward.

I have not yet started an inventory of the carriage catalogs and journals, etc., in the Archives room and the CAA's Charles and Anne Leck collection in the World Coaching Club room. I will undertake this task as time permits.

There were 7 boxes of books stacked on the floor in the library. I went through them and determined that most are duplicate copies of titles on the shelves. In addition to the boxes, we have a number of shelf copies that are duplicates; selling these extra copies would yield some income for the CMA. I discussed with John a couple of options to dispose of them. We could sell them (Facebook, eBay, mailing list, etc.) and/or we could donate some titles to libraries. I would request that the Board give me some direction on how best (or if) I should proceed.

### **Fire Suppression Report**

Jill has contracted with Landmark to have all the overhead sprinkler system pipes replaced. The original plan was to have this job done in September. However, due to the excessive heat the region has experienced, this work has been pushed back. Currently she does not have a time frame from the company when this work will be completed, but it is on the agenda for Fall 2017.

### **Miscellaneous Administration**

I have contacted Yurchak Printing, which printed our books *Conservation and Restoration of Horse Drawn Vehicles* and *Horse-Drawn Funeral Vehicles*. We have received a number of requests to have the *Conservation* book reprinted, and the *Funeral Vehicles* has been a very good seller (our 2014 order of 150 copies is sold out). Discussion of budgeting for reprints will be on the January 2018 agenda.

My remaining time has been spent on the usual administrative activities, preparing for the Board meeting, and responding to a variety of research questions. I am beginning work on the Fall newsletter; the topic will be a discussion of how I researched a Brewster green question.

Respectfully submitted,  
Virginia Goodman