

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 26, 2018
Clayton House Board Room

Board Members Present

Sue Yerby
Pat Metcalfe
Nick Cimino
Tom Coughlin
Fidel Ramirez
John Dorroh
Elani Hantel
Glenda Hayes
Randy Pace
Barbara Richards

Members Absent

Guests: Steven Bychowski, Clayton Library Staff – Volunteer Coordinator

Minutes

President Sue Yerby called the meeting to order at 10:15 AM.

Nick Cimino, Director of Volunteers and Hospitality, provided:

- A draft copy of a letter that was created as a result of a meeting held with Steven Bychowski, Pat Metcalfe, and Nick.
- The letter will be given to CLF members who are interested in volunteer opportunities at Clayton Library. There were a few suggestions for changes made by the group, but overall well received by the group.

John Dorroh, Director of Acquisitions, reported:

- The budget for book acquisitions was over budget for the year by about \$1500.
- New book acquisitions will be available on the CLF website at the start of the fiscal year.

1st Vice President, Pat Metcalfe

- Copies of the 2013 Job Descriptions for all Board positions were given to each Board Member. They were asked to modify and return to Pat.
 - The Job Descriptions should be updated on a regular basis.
 - A suggestion was made to put Job Description positions on the CLF website. This will be a great resource, especially when recruiting new Board Members.
- A draft copy of the revision the 2018 CLF Membership form was presented.
 - Pat, Steven, and Nick reviewed the old form and modification were suggested. For example, remove the check boxes for volunteer activities. Members will complete the new box “I am interested in learning more about volunteer opportunities...”. Further communication between the Membership Director, Director of Volunteers, and Steven Bychowski will happen.

Elani Hantel, Programs Director, addressed the following

- Andy Lee will be the guest speaker at the February 10 CLF General Meeting. The title of his program will be *Understanding DNA Basics*.
- A video conference by Melissa Johnson will be the program event for either May or November 2018. The logistics for working out a video conference need to be explored.
- Frank Smith, librarian at Clayton Library, was suggested as a potential speaker.

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Glenda Hayes, Director Correspondence, gave her report.

- Thank you notes were sent to:
 - Karen Stein Daniel – donated the book, *A German Immigrant family in 19th Texas*.
 - Emily Ward, Reference Librarian at East Baton Rouge Parish Central Library for digital copies of School Censuses of Wilkinson County, Mississippi; 1878, 1890, and 1906.
- Sympathy cards were sent to the families of Patricia Lamb and Malcolm Dow.
- A request was sent to Tom Coughlin, Treasurer, for reimbursement of \$29.40 for stamps.
- In January 2018, 19 cards were sent for contributions and 3 were sent for In Memory of Donations.

Randy Pace, Director of Publicity and Public Relations, discussed:

- The Texas Land Office is looking for nominations for the top ten Texas residents. Randy will submit an article on Will Clayton.
- The book, *It's All Relative*, by A. J. Jobs mentions Clayton Library.

Fidel Ramirez, Director of Technology discussed:

- The three Clayton Library Friends domain names have been renewed for an additional five years. The cost to renew all three was \$267.85.
- The document, how to add documents to the website, was discussed. Electronic copies will be sent after the meeting.

Sue Kaufman, Manager of Clayton Library, was not present, but she submitted the following items for review.

- The Texas State Genealogical Society is having their virtual conference 9- 10 FEB on Legacy Family Tree.
- A subscription for the “DNA Boot Camp” digital program has been purchased. With the right promotion, purchasing digital programs by CLF as an education benefit will surely drive the newest generation of researchers to the CLF website.

Sue Yerby, President,

- There was a lot of discussion of what projects do we want to do as a Board for the members.
- Sue asked the following to do research on the availability of digital programs on the following topics:
 - Tom Coughlin – DNA
 - Elani Hantel – Scotch Irish
 - Barbara Richards – Irish and general genealogy research topics
 - Sue will talk with Marjorie Lowe about Native American research.

Tom Coughlin, Treasurer, provided the proposed CLF 2018 Budget. There was much discussion.

- Sue Kaufman will be contacted about providing a list of periodicals that are critical to the Clayton Library.
- Expenses, Account 510.4 – Binding – Sue Kaufman requested \$18,000, but will send \$10,000 for now. Will ask for an accounting of funds before releasing the additional \$8,000.
- Expenses, Account 538 – Website Hosting and Maintenance – will increase amount to \$3500
- Expenses, Account 539 – Website Modification – no longer needed and moved monies to Account 538.
- Expenses, Account 541 – Regular Meeting Expenses – increase amount to \$500
- Expenses, Account 550 – Library Staff Development Program - - increase amount to \$5,000.
- Expenses, Account 560.4 – Signage – \$20,000 will remain in the budget.
- Expenses, Account 670 – Post Office Box Rental – will increase to \$225
- Expenses, Account 690 – Miscellaneous Administrative and General – will increase to \$500.

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New Business:

- 1st Vice President, Pat Metcalfe, announced there may be a duplicate book sale held in 2018
- John Dorroh, Director of Acquisitions
 - Clayton Library Friends will have a table at the National Genealogical Society conference which will be held in Grand Rapids, Michigan May 2-5, 2018.
 - Sue Yerby will speak with Sue Kaufman about the possibility of having a CLF table at the FGS conference which will be held in Fort Wayne, Indiana August 22-25, 2018.
 - The library is running out of space for new books. There was discussion about how CLF can assist with this project. John will speak with Sue Kaufman about space needs.

The meeting adjourned at 1:20 pm

Signed:

Barbara J. Richards, Secretary

Sue Yerby, President