

**CLAYTON LIBRARY FRIENDS**  
**Executive Board Meeting**  
**April 27, 2018**  
**Clayton House Board Room**

**Board Members Present**

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

**Board Members Absent**

John Dorroh  
Elani Hantel

**Guests:** Wade Egmon and Ed Roth, Goodman Financial

**Minutes**

President Sue Yerby called the meeting to order at 10:20 AM.

President Yerby introduced Wade Egmon and Ed Roth of Goodman Financial which is the investment management company for Clayton Library Friends. He discussed the March 31, 2018 Investment Report which had been provided to all Board Members prior to the meeting.

- Account Value Summary. The total value of the portfolio as of March 31, 2018 is \$1,219,051, \$1,224,180 as of December 31, 2017.
- The Portfolio Net Gain for 2017 is \$52,942 and a loss for the first quarter of 2018 of \$5,129.
- \$37,821.44 is the amount of Goodman Financials CLF donation for the period July 20, 2004 – March 31, 2018.

Goodman Financial asked for the CLF Board's approval of the below items and asked that they be effective immediately and until December 31, 2022 for the fixed income portion of the portfolio.

- Allow Goodman to permit a departure from the weighted average market value quality requirement of "A" rated bonds or better. Allow the purchase of bonds rated investment grade by either Standard and Poors or Moody's at the time of purchase.
- Permit the weighted average market value quality requirement to be investment grade per either Standard and Poors or Moody's.
- Should a bond fall below investment grade by either Standard and Poors or Moody's, the investment manager shall have discretion regarding the retention of the bond.

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Treasurer, Tom Coughlin, provided the Treasurer's report in advance of the meeting. FY 2017 was a good financial year for CLF.

- Liz Hicks told Tom that she will not do the Angel Program after December 2018.
- <https://dna-explained.com> by Roberta Estes is an excellent blog. Tom sent links to the CLF Board Members.

Glenda Hayes, Director of Correspondence, reported:

- General/Acquisitions Fund: twenty thank you notes for donations, eleven notes sent to family of "in memory" donations, and one note to a person for an "in honor of" donation.
- Angel Fund: four thank you notes for Angel Fund donations and four notes to the families of "in memory of" donations.
- Sympathy card sent to the family of Emily Croom.
- Notified President Yerby the names and addresses of persons who donated \$500 or more. This includes: Goodman Financial Corporation, Wallace Davenport, Hugh Allen Green, and Mary Martin, Emile Bussemey, and Jack Westberry.
- Thank you cards were received from Linda Dow for the CLF sympathy card sent for husband Malcolm and from Jean Garwood letting her know about the Angel Fund donation made in memory of her daughter, Susan.

Nick Cimino, Director of Volunteers and Hospitality, reported:

- The CLF Volunteer Appreciation luncheon held on April 16 was a big success.
- The question was asked: are we doing enough to recognize the volunteers? Pat Metcalfe will do a study to determine how many of the volunteers at Clayton Library are Clayton Library friends. It was suggested that the attendees at the August 2018 annual meeting be recognized if they are also volunteer at Clayton Library. Sue Kaufman suggested that there was a possibility that the library could be open on a Monday so that volunteers could do additional research.

Randy Pace, 2nd VP - Ways & Means, reported:

- Will Clayton was not accepted for the Top Ten Texan award.
- There is a problem with the CLF Facebook page. Randy will send a link to Nick and Fidel so that they can assist.

There was discussion about the Clayton Library ad. The ad should be updated immediately to include the phrase "within a short walking distance to museums and restaurants" and "free parking" The purpose for adding that phrase to the ad is to encourage more folks to come from out of town, and to encourage those who do not like to travel alone to come to Clayton Library,

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they will know that there are other things to do for their traveling companion who is not interested in genealogical research. As soon as a new photo is obtained of the four buildings that will be added. Also the web address and branding of Clayton Library is being changed by the Houston Public Library in the future and at that time, that too will be updated in the ad.

1<sup>st</sup> Vice President, Pat Metcalfe, addressed the following:

- Pat reminded all Board Members that revisions to Board Member job descriptions should be sent to her.
- Pat and John Dorroh, Director of Acquisitions, will attend the NGS conference in Grand Rapids, Michigan May 2-5. They will be present at the CLF booth.
- Pat provided a summary report for the history of CLF membership. Dues for the period of 1987-2004 were: \$10/\$15, 2005-2007 were \$15/\$20 and 2008-2017 \$20/\$25. There were 1,1706 members in 2000 and the membership for 2017 is 407 members.

Clayton Library Manager Sue Kaufman:

- She will give the State of the Clayton Library presentation at the August 11 CLF General Meeting.
- The Clayton Library web page is moving to a new platform. Some of the links are being upgraded. Most of the presentations will be on the website.
- Goals and strategy planning should be priorities for Clayton Library and Clayton Library Friends.
- Getting more people to Clayton Library is a priority. Projects will be put in place to redirect volunteers from Clayton House to the main library. Examples of upcoming projects: digitizing the vertical files and microfilm project.
- The library has purchased some E-books, but the library is bound to specific electronic providers and is unable to buy from Genealogical Societies.
- A memory lab grant was received by HMRC. Will attempt to get it housed in the guest house.
- Clayton Library Friends should attend more regional Texas events and meet with more diverse types of audience – examples are: Retiree and AARP groups.
- Dr. Lawson wants to standardize the titles of the Houston historical documents libraries: Clayton Library, HMRC, and African American Library. Clayton Library has been rebranded to: Family History Research Center.
- Irene and Sue will attend the NGS conference in Grand Rapids, Michigan May 2-5.

President Yerby addressed the following agenda items.

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- The Relative Race program which was held on April 14,2018 was not as successful as could be. There were approximately twenty-seven attendees. The Houston area participants were happy with program however.
- A volunteer as the CLF Board member for the Nominating Committee is needed. Glenda Hayes volunteered, and Pat Metcalfe will assist. There will be further discussion about consolidating some of the Board Member job descriptions.
- Microfilm project – would like to get the CLF members more involved. A good selling point to this project is that members can work from home.
- Sue Yerby provided a lot of documentation about Native American research and Randy Pace provided information for beginning genealogy.
- Meet to discuss strategic planning for Clayton Library Friends. FGS and NGS have information on their website. All members should look at their calendars and notify President Yerby of their availability to meet to discuss,

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Fidel Ramirez, Director of Technology suggested that we use the Doodle calendar application to schedule 2019 strategy planning meetings of the CLF Board.

One motion was made during the discussion:

- Motion March 2018 01 – Motion by Pat Metcalfe, seconded by Glenda Hayes to accept the recommendations made by Goodman Financial regarding the fixed income portion of the CLF portfolio.

The meeting adjourned at 12:56 pm.

Signed:

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Barbara J. Richards, Secretary

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Sue Yerby, President