

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

Board Members Present

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

Board Members Absent

John Dorroh
Elani Hantel
Nick Cimino

Guests: Melissa Hayes

Minutes

President Sue Yerby called the meeting to order at 10:25 AM.

Fidel Ramirez, Director of Technology, reported that the following updates have been made by Wild Apricot, the website provider for the Clayton Library Friends website:

- The Wild Apricot's store currently includes the functionality for CLF to offer (for a donation) duplicate books and purchase periodicals for the Angels Program online.
 - To do: Pat Metcalfe currently has a list of duplicate books. She will send information that would be provided to potential customers. Example: title of book, author, number of pages, book condition.
- CLF could use the website to create polls, elections, and surveys. An example of poll that could be sent is why members have not renewed their membership with Clayton Library Friends?
- To Do: President Yerby will send an email to Board Members asking for their input on what is to be included for this new functionality.

Glenda Hayes, Director of Correspondence, reported:

- General/Acquisitions Fund: twenty-six thank you notes for donations, five notes sent to family of "in memory" donations, and four notes to a person for an "in honor of" donation.
- Angel Fund: one thank you note for Angel Fund donations and one note to the families of "in memory of" donations.
- No Sympathy cards were sent.

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

Treasurer, Tom Coughlin

- Provided the Treasurer's Report – dated June 30, 2018. YTD Revenue is \$10,200 or 37.5% of the Budget total of \$27,200 and YTD Expenses are \$49,291 or 43.6% of the Budget total of \$113,005.
- Provided a report about the average hours per week of CLF Board of Directors as of December 31, 2017.
- The auditors, because of IRS rules, request that all purchases must be substantiated by an invoice or a receipt from the vendor. Most purchases are prepaid by check or credit card. Presently, about one third of the purchases by Clayton Library Friends do not have an invoice or receipt.

Volunteer Report

- Stephen Bychowski, Sr. Library Specialist/Volunteer Coordinator for Clayton Library, submitted a written report that beginning August 1, the Clayton House will be open four hours each day, Tuesday – Saturday. This will provide an opportunity for more volunteers on the microprint desk in Clayton Library. This will make better use of volunteers and help to improve customer service for the library overall.

1st Vice President, Pat Metcalfe, addressed the following:

- Membership is drastically down. Ninety-seven letters were mailed using the United States Postal Service asking members to renew. Presently, there are approximately three hundred members of CLF. Suspect that the decline in membership may be due to lack of finances by non-renewing members and persons who are not physically able to go to the library. After August 2018 meeting, persons who do not renew membership will have to be suspended.
- The recommendation was made that at the August 11 CLF General Meeting the poster to display the benefits of joining Clayton Library Friends must be displayed. Many persons do not realize that a large percentage of the books and other items are purchased because of the membership dues of CLF. It was also recommended that the poster be displayed in the Clayton Library which may draw more new members in. A membership table will be set up in the vestibule during the first part of August.
- Newsletter – The CLF newsletter was not sent out. Therefore, a combination May/August newsletter will be published.
- Pat will continue as Editor of the CLF Newsletter until a replacement can be found.

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

President Yerby addressed the following agenda items.

- She will attend the Texas State Genealogical Society meeting in San Antonio the first week of November. She will be at the Clayton Library Friends table as this is a great opportunity to promote Clayton Library. She encouraged other directors to attend also.
- Notes from the July 14, 2018 CLF Strategic Planning Meeting were provided. A follow-up meeting will be scheduled late Fall. Board Members need to review the list and prioritize before the next meeting.
- Items that were not discussed at the Strategic Planning Meeting
 - There was some discussion about evaluating board/director positions to determine if any could be consolidated.
- It was decided that the CLF general meeting dates will remain the same for the second Saturday of the month in February and May.
- There was discussion about how to ensure continuity and knowledge and procedures developed by previous Executive Boards. Pat Metcalfe suggested compiling all the Motions that were passed and putting them in a binder for future reference. To Do: Barbara will provide a listing of the Motions for 2017/2018.

The meeting adjourned at 12 pm.

Signed:

Barbara J. Richards, Secretary

Sue Yerby, President