

**CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 27, 2019
Clayton House Board Room**

Board Members Present

Sue Yerby
Lynda Collins
Nick Cimino
Tom Coughlin
John Dorroh
Glenda Hayes
Wade Mayberry
Randy Pace
Barbara Richards
Fidel Ramirez

Members Absent

Elsa Schmieder

Guests: Susan Kaufman, Melissa Hayes

Minutes

President Sue Yerby called the meeting to order at 11 am.

Lynda Collins, Vice President, Membership, provided a written report. The following was discussed:

- Membership was 355 as of December 2019 per Pat Metcalfe. Membership was 428 as of April 22, 2019.
- Email reminders were sent to all non-renewed members via Wild Apricot in February 2019.
- Lynda and Elsa manned membership tables at Clayton Library and Jungman Library.
- Wrote a membership column for newsletter.

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Glenda Hayes, Director Correspondence, provided a written report.

- 13 Thank you notes for donations, 1 for \$2000 purchase of Donated-Duplicate books; and 2 for donated books received by John Dorroh for Clayton Library.
- 2 Notes sent to families of “in memory of” donations.
- 3 large donations – donation \$500+ were received and information provided to Sue Yerby, President.

Nick Cimino, Program Director, provided a written report

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- The presentation by Cari Taplin was cancelled.
- Melissa Hayes will present at the May 11, 2019 CLF general meeting.
- Susan Kaufman will give the state of the library address in August 2019.
- After discussion, it was decided that the topic for the November 2019 meeting will be Using PERSI to locate periodicals and will include using the FindmyPast as an available database at Clayton Library.
- Nick will pursue speakers for a paid seminar in Spring/Summer 2020. Will plan to bring in other societies to “partner: with CLF.

Sue Kaufman, Manager of Clayton Library, submitted a written report.

- City Funds - All FY19 city funds for materials have been expended. Our purchases through city funds include: Book Materials, E-Books available through the library website database Axis 360, and Encumbered funds for the database FindMyPast (anticipated activation May/June 2019).
- Texas State Genealogical Society conference
 - 11-13 OCT 2019 Omni Houston Westside (Eldridge and I10)
 - 56 lecture sessions
 - 5 workshops
 - Reception 10 OCT 2019 at Clayton Library 6pm – 9pm extended hours research
 - CLF sponsoring – light snacks – volunteers

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- CLF exhibit hall table – book selling at conference (exhibit hall reservations are not available yet)
- 176 submissions for presentations were received
- Debbie Abbott and others coming from out of state to present

- Renovation of 1st floor Main Library
 - The first phase of the renovation is the removal of the old information desk and the installation of a new desk in the same place that will become the reference desk. The current reference desk will be removed.
 - HPL SPACES is aware of the reception and conference, and is working toward having the renovation in almost if not complete stage by the conference

- Collection shifting
 - We have received added shelving to the first floor. The entire collection will be moved once again to make room for new materials. Between the International Collection and the beginning of the United States collection, the oversized state materials will be brought down from the temporary location upstairs and shelved in the first set of bookstacks between the international and US materials.

John Dorroh, Director of Acquisitions, provided a list of books purchased to the committee. The list is also available on the Clayton Library Friends website. John will provide a list of new books on a quarterly basis.

Fidel Ramirez, Director of Social Media and I.T, announced that Wild Apricot has partnered with a Credit Card Company that provides a seamless way for members to purchase CLF membership via credit card. Should be available for members in a couple of months. See motion below.

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Elsa Schmieder, Director of Volunteers/Hospitality, provided a written report.

- CLF Membership tables have been set up at various libraries: Clayton Library on February 16 and March 16; Jungman Library on March 9.
- CLF Membership tables will be set up at v Collier Library on May 11; Clayton Library on May 18.
- After the May events will have a good idea as to whether CLF tables at libraries is a productive way of reaching potential members.
- Distribution of Clayton Library brochures: Deer Park Library, Harris County Public Library at Lone Star College Cy-Fair, Weekley Community Center, Cypress; Glazier Senior Education Center, Bear Creek Park area; Cypress Historical Society at Cypress Top Historic Park.
- Steven Bychowski had a couple of other new volunteer project descriptions that need to be added to the CLF website.

Tom Coughlin, Treasurer, provided a written report dated 4/24/2019.

- YTD Revenue - \$9,566
- YTD Expenses - \$24,165
- There was much discussion about the Temporarily restricted net assets: Clayton House Renovation and Polish Material. Sue Yerby, President, will schedule a follow-up meeting to discuss this in further detail.
- All persons were asked to review the Average hours per week report and email Tom if they agree with or not.
- **Funding for tables/ads at conferences** – There was much discussion which included:
 - Attendance at national and state conferences: NGS, FGS, TXSGS are a valuable resource for getting the word out about Clayton Library and is a great income source as duplicate books are sold there.
 - It is also important to spending more time at local Texas conferences.

Sue Yerby will schedule a follow-up meeting to further discuss promoting Clayton Library, especially in the local community.

Reports accepted/rejected as submitted. It was agreed that the author who submitted a written report to the President prior to the meeting will speak only if additional clarification is needed.

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A **nominating committee** must be created to locate members who are willing to serve as Treasurer, Acquisitions, and Correspondence. Wade Mayberry agreed to be Chair for at least the first meeting. Members will need to be recruited at the May 2019 General Meeting.

Motions:

Month	Subject	Motion Made by:	Motion Seconded by:	Approved?	
April 2019 - 01	Accept recommendation made by Fidel Ramirez, Director of Social Media, to drop PayPal and accept Wild Apricot	Glenda Hayes	John Dorroh	Yes	Yes

Meeting adjourned at 12:53 pm.

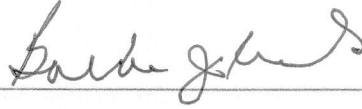
Signed:

Barbara J. Richards, Secretary _____

Sue Yerby, President _____

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Barbara J. Richards, Secretary



Sue Yerby, President