

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 11, 2020

Clayton House Board Room

Minutes

Board Members Present:

Cimino, Nick
Collins, Lynda
Collins, Jessica
Dorroh, John
Hayes, Glenda
Hennings, Resa
Pace, Randy
Ramirez, Fidel
Richards, Barbara
Schmieder, Elsa

Guests: Sue Kaufman, Pat Metcalfe

- I. The Clayton Library Friends (CLF) Executive Board meeting was called to order by President Lynda Collins at 11:00 am. Quorum was established.
 - a. A moment of silence in memory of Marje Harris, former Manager of Clayton Library, was performed.
 - b. Resa Hennings was welcomed back as Treasurer.
 - c. Jessica Collins was welcomed as new Membership Chair.
- II. Barbara Richards, Secretary, asked for approval of the October 26, 2019 Meeting Minutes. See Motion 1
- III. Sue Kaufman, Manager of Clayton Library, gave a brief summary of the 2018 Strategic Planning Meeting that was held July 14, 2018. The SWOT method: Strengths, Weaknesses, Opportunities and Threats, was used.
 - a. Several CLF Board Members were in attendance as well other guests,
 - b. Items discussed included:
 - i. The City of Houston Public Library budget and the very positive impact that CLF has had for Clayton Library
 - ii. What is the purpose of the organization and what is the direction for the future?

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- iii. What is the sustainability of the organization?
 - iv. The 2nd Vice President of CLF could assist with strategic planning,
- IV. Resa Hennings, Treasurer, provided the CLF Budget overview: proposed budget – FY20, January – December 2020.
- a. The following budget items were revised after discussion with the group:
 - i. 422 Membership dues - \$4500
 - ii. 534 Remove Miscellaneous Newsletter Expenses
 - iii. 542 Regular Meeting Speaker Fees \$850
 - iv. 549 Remove Miscellaneous Program Expenses and move to 542
 - v. 560 Clayton Property Renovation \$25,000 is for carpet upstairs at library. There was discussion that funds from the Polish Society Gift could be used for this contingent upon approval from the Polish Society and due diligence was done to meet the requirements of the donor.
 - vi. 610 Accounting Fees \$11, 500 will be used for audit.
 - vii. 645 PayPal fees - Remove
 - 1. Currently there are three PayPal accounts. Will keep one.
 - viii. 670 Post Office Box Rental – increase to \$234.
 - ix. Motion made to accept the proposed budget FY2020 as amended per discussion. See Motion 2
 - b. Resa also provided a written Treasurer’s Report.
 - c. Resa will invite Mr. Bennoch, CPA, to attend the next CLF meeting as there appears to be concerns about maintaining a level of cash enough to cover the expenses.
 - d. There was much discussion about Restricted Funds and Gift Funds. Gift funds are separate and outside of the budget.
- V. Sue Kaufman and Nick Cimino – Programs
- a. February 8, 2020 The Afro-American Historical and Genealogical Society, Inc. in partnership with the Houston Public Library, Clayton Library Center for Genealogical Research, The Clayton Library Friends, and Holocaust Museum Houston will present

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a free all-day workshop at the Holocaust Museum. Speakers will be Ari Wilkins and Sharon Batiste Gillins.

- i. The seminar is free, but persons must register.
- ii. The seminar will be publicized through the CLF Newsletter, CLF website. Lynda Collins will make announcement at the February 1 Houston Genealogical Forum meeting.
- iii. Randy Pace, Fidel Ramirez, and Jessica Collins will work on the notification of meeting.
- iv. \$200 has been budgeted for refreshments. Lunch will be the responsibility of the attendees.
- v. Elsa will need volunteers for the seminar.
- vi. Frank Smith will give a class at 9 am in the Carriage House.

VI. Sue Kaufman, Clayton Library Update

- a. Sue provided an email about the costs of the Clayton Technology Upgrade. \$33,103.70 has been spent. \$40,000 was allocated.
- b. Sue invited everyone to take a tour of the new technology room.
- c. The technology room will be named in honor of Susan Clayton Garwood.
- d. Some of the furniture still needs to come in.
- e. The Library sign has been drawn but is tied up in the funds with the Holocaust Museum.

VII. John Dorroh – Acquisitions

- a. A written report of books purchased was provided to all prior to the meeting.
- b. Polish Donation and Materials – John has purchased as many Polish books as able to find, but there are still excess funds. Due diligence has been taken to locate books.
- c. NGS Conference May 20-23, 2020 – The CLF Display stand will be shipped to John's hotel in Salt Lake City but there is a possibility that books will not be sold at the conference. John will contact Lynda's resource to determine if she could offer a reasonable shipping cost.

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- VIII. Fidel Ramirez – Website
- a. A written report was provided in advance of the meeting.
 - b. . There will be two different postings for the Board Meeting minutes -
 - i. Board only page - include the basic minutes and all documents submitted/distributed during the meeting. Fidel volunteered to create a single PDF file with all documents inside it.
 - ii. Public page - only the basic minutes
 - c. Fidel suggested that we use the online polling capability of Wild Apricot. Wild Apricot also has a store feature.
- IX. Glenda Hays – Correspondence – A written report was provided to all in advance of meeting.
- X. Randy Pace – Publicity
- a. Randy will work on publicizing the February 8 seminar (see above).
- XI. Jessica Collins – Membership - A written report was provided to all in advance of meeting.
- XII. Elsa Schmieder – Volunteers - A written report was provided to all in advance of meeting.
- a. The 41st Annual Texas Hispanic Genealogical and Historical Conference will be held in Houston on October 1-3, 2020. This is a Texas wide conference and very important to show support. Elsa will talk with Mary Anthony Startz about the possibility of CLF having a full-page conference program ad and two tables for the conference. Members agreed to support the conference with a donation of \$700. Motion made to spend \$700 to support the 41st Annual Texas Hispanic Genealogical and Historical Conference. See Motion 3.
- XIII. New Business
- a. Proposed Annual Schedule – A written document was provided to all for 2020 Board Meetings and Quarterly meetings.
 - i. Board Meetings will be from 11 am to 1 pm.
 - ii. The Chairman for the Nominating Committee will be selected at the April 25 Board Meeting.
 - iii. The July Board Meeting will be held July 11 and the October meeting will be held October 24.
 - iv. The quarterly member meeting dates were accepted. A volunteer to take meeting minutes for the November 2020 General Meeting will be needed.

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- v. Motion made to accept the amended Board Meeting and Member meeting dates/times as discussed. See Motion 4.
- b. Job Descriptions/Policies and Procedures Committee
 - i. Barbara Richards, Glenda Hayes, and Elsa Schmieder will review the CLF Job Descriptions/policies and procedures. Recommendations will be forthcoming. There was discussion of using Dropbox or Google Drive so that members could share and work on documents.
- c. The deadline for the next CLF newsletter is January 25, 2020.
- d. CLF Donation plaques. – Resa Hennings will research how done.

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Motions:

Motion	Month	Subject	By	Second	Approve
1	Jan 2020 01	Approve October 26, 2019 Board Meeting Minutes	Glenda Hayes	Elsa Schmieder	Yes
2	Jan 2020 02	Accept the proposed budget FY 2020 as amended per discussion	John Dorroh	Resa Hennings	Yes
3	Jan 2020 03	Spend \$700 to support the 41 st Annual Texas Hispanic Genealogical and Historical Conference	Glenda Hayes	Fidel Ramirez	Yes
4	Jan 2020 04	Accept the amended Board Meeting and Member meeting dates/times as discussed.	John Dorroh	Glenda Hayes	Yes

The meeting adjourned at 1:12 pm.

Signed:

 Barbara Richards, Secretary

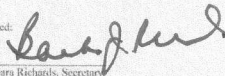
 Lynda Collins, President

Motions:

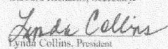
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Signed:



Barbara Richards, Secretary



Linda Collins, President