

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 25, 2020

Virtual Meeting Via Zoom

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 11:02 am. Quorum was established.
 - a. Lynda welcomed everyone to the first virtual meeting and thanked John Dorroh for making the event happen.
 - b. Richard Bennoch, CPA, Auditor, originally scheduled to attend, but will do so when we can meet in person.
- II. Barbara Richards, Secretary, asked for approval of the January 11, 2020 Meeting Minutes. See Motion 1.
- III. Nominating Committee – Lynda Collins
 - a. Lynda and Pat Metcalfe prepared a “Nominations Slate Preparation” document for all to review. The document included all the Board positions, identified the person who currently serves, what are the terms per Bylaws, and Comments.
 - b. The following agreed to continue in their current position in 2021:
 1. Lynda Collins – President
 2. Jessica Collins – 1st Vice President, Membership
 3. Treasurer – Resa Hennings
 4. Acquisitions – John Dorroh

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 25, 2020

Virtual Meeting Via Zoom

5. Correspondence – Glenda Hayes
 6. Programs – Nick Cimino
 7. Publicity – Randy Pace
 8. Social Media – Fidel Ramirez
- c. Elsa Schmieder will not continue as a 2021 Volunteer Board Member . Barbara Richards is term limited as Secretary and is interested in the Volunteer position.
- d. There was much discussion about the need to recruit for the 2nd Vice President position.
1. There is a need to further define what are the expectations of this position. Does it include fundraising and goal setting? What are the needs of Clayton Library? Nick suggested that a Ways and Means Committee be set up to further identify the role of this position. Nick and Randy will serve on the committee.
 2. Lynda will write down what the person is expected to do, and Sue will write down what the library needs.
 3. John Dorroh will approach Malcolm McCorquodale to determine if he is interested.
- e. Jessica Collins agreed to be the Board Member Representative for the 2021 Nominating Committee. Pat Metcalfe volunteered to be a member of the committee. Three more members will need to be recruited as the CLF Bylaws state that four members will be elected at the May General Meeting. Pat will add a section to the upcoming newsletter that candidates are needed.
- IV. May 9 General Meeting – Nick Cimino
- a. The May 9 CLF General meeting will be held using the TxSGS GoToWebinar platform.
 - b. Sue will arrange a teleconference with Randy Whited or Tony Hanson to identify what steps are needed for the meeting to occur. Sue, Lynda, Nick, Jessica, and Randy will attend.
 - c. Sue will give a presentation entitled “Filling In the Family Stories – Social History”.
 - d. Nick asked that each Board Member submit a question to Sue during the seminar.

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 25, 2020

Virtual Meeting Via Zoom

- V. Treasurer's Report – Resa Hennings
- a. The Clayton Library Friends, Inc. Balance Sheet as of March 31, 2020, Profit and Loss statements for January, February, and March 2020, Budget vs. Actuals Amended 2020 Budget and the 2020 Amended budget documents were provided.
 - b. Resa provided a written report. Following are items that were discussed at meeting.
 - 1.The Goodman account has suffered losses due to the Corona pandemic. It is not as bad as it could be as the portfolio has a strong position in bonds. The ending balance on March 31 was \$1,030,210. The Goodman people anticipate that things will begin to pick up as we move out of April.
 - 2.There is concern about the slowly declining cash. Serious consideration needs to be given to fund raising.
 - 3.In conversation with Richard Bennoch, CPA, Auditor, there was a suggestion that CLF have an audit every three years which would save \$20,000 over a three-year period.
 - 4.Resa recommended that a Finance and Budget Committee be organized and convened to study the issues addressed. Pat, Lynda John volunteered to be members.
 - 5.Pat Metcalfe provided a written document related to Resa's Treasurer Report narrative.
- VI. Nick Cimino - Programs. Sue will give the "State of Clayton" in August and Maureen Taylor, The Photo Detective, will be the November speaker.
- VII. Sue Kaufman, Manager of Clayton Library
- a. Flowers at Clayton House will be dug up and will be available for members to pick up April 29 – May 1. Some of the flowers will be replanted on other areas of the property.
 - b. Due to the pandemic, phone calls to Clayton Library are not being answered. However, emails are being answered, Becky and Irene are at the library.
 - c. Sue is trying to engage the public more on social media (YouTube, Facebook Live for example) and asked for the assistance of Clayton Library Friends. Jessica and Fidel will help with planning. Randy would also like to be involved.

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 25, 2020

Virtual Meeting Via Zoom

- d. Construction Update.
 - 1.The patio is gone.
 - 2.Monument sign is being designed.
 - 3.Wayfinding signs for Clayton Main Research Library are up.
 - 4.Metal signs on San Jacinto and Calumet may be done by June.
 - 5.A new gate has been installed in front of Clayton House.

VIII. John Dorroh – Acquisitions

- a. A written report of books purchased was provided to all prior to the meeting.
- b. Polish Donation and Materials – John received an email from Morgan Daniels, Accreditation Coordinator and Archives Manager for the Texas Catholic Conference of Bishops Education Department stating that it is not their practice to sell church records to organizations, but they did suggest another organization who may be of assistance.
- c. NGS Conference May 20-23, 2020 will be held virtually. NGS will refund the moneys for the Clayton ad. A complimentary pass was issued and given to Clayton Library staff. Board members are also welcomed to attend.

IX. Fidel Ramirez – Website - A written report was provided in advance of the meeting.

- a. CLF has transitioned to a paid service offered by GoDaddy.com. After discussion, the request was made to include Sue Kaufman and Pat Metcalfe in the distribution group, board@claytonlibraryriends.org.

X. Glenda Hays – Correspondence – A written report was provided to all in advance of meeting.

XI. Randy Pace – Publicity

- a. Randy will work on publicizing the May 9 event (see above).

XII. Jessica Collins – Membership - A written report was provided to all in advance of meeting.

CLAYTON LIBRARY FRIENDS

Executive Board Meeting

April 25, 2020

Virtual Meeting Via Zoom

XIII. Elsa Schmieder – Volunteers - A written report was provided to all in advance of meeting.

XIV. Old Business

a. Job Descriptions/Policies and Procedures Committee – Barbara Richards, Glenda Hayes, and Elsa Schmieder have reviewed and their recommendations will be forthcoming at a future meeting.

b. Pat Metcalfe - The deadline for the next CLF newsletter is soon. Sue Kaufman and Lynda Collins will send their reports by April 29, 2020.

XV. **Motions:**

Motion	Month	Subject	By	Second	Approve
1	April 2020 01	Approve January 11, 2020 Board Meeting Minutes	Glenda Hayes	Resa Hennings	Yes

The meeting adjourned at 12:52 pm.

Signed:

Barbara Richards, Secretary

Lynda Collins, President

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 25, 2020

Virtual Meeting Via Zoom

XIII. Elsa Schmieder – Volunteers - A written report was provided to all in advance of meeting.

XIV. Old Business

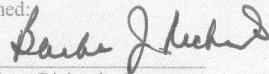
- a. Job Descriptions/Policies and Procedures Committee – Barbara Richards, Glenda Hayes, and Elsa Schmieder have reviewed and their recommendations will be forthcoming at a future meeting.
- b. Pat Metcalfe - The deadline for the next CLF newsletter is soon. Sue Kaufman and Lynda Collins will send their reports by April 29, 2020.

XV. **Motions:**

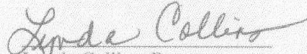
Motion	Month	Subject	By	Second	Approve
1	April 2020 01	Approve January 11, 2020 Board Meeting Minutes	Glenda Hayes	Resa Hennings	Yes

The meeting adjourned at 12:52 pm.

Signed:



Barbara Richards, Secretary



Lynda Collins, President