

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
June 6, 2020

Virtual Meeting Via Zoom

Minutes

Board Members Present:

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

Board Members Absent:

Glenda Hayes
Randy Pace

Guests: Sue Kaufman, Pat Metcalfe

- I. The Clayton Library Friends (CLF) Special Executive Board meeting was called to order by President Lynda Collins at 11:00 am. Quorum was established.
 1. Lynda welcomed everyone to the virtual meeting and thanked Nick Cimino for making the event happen.
 2. Using GoToWebinar with the assistance of the Texas State Genealogical Society, the May General Meeting went extremely well.
 3. This is an exciting opportunity for Clayton Library Friends to have Virtual Engagement/Outreach with our members and help support Clayton Library.

Jessica Collins and Nick Cimino provided a written document to all attendees in advance of the meeting. It was a detailed, excellent proposed plan for virtual engagement/outreach which will be a great way to attract new members for Clayton Library Friends.

- II. Get Board input and support Virtual Engagement/Outreach.
 1. **Zoom Meetings** will focus on research assistance, “show and tell”, and a monthly visit/interview with a Clayton Librarian. The meetings will be held every Thursday afternoon at 2 pm. The third Thursday of the month will be dedicated to a visit/interview with a Clayton Librarian.

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- Fidel and Resa will investigate the cost of a Zoom Pro account which will be purchased by Clayton Library Friends. Board members approved this purchase.
 - Zoom Moderators will be Jessica Collins and Nick Cimino.
- 2. Webinars** will be hosted outside of quarterly CLF general meetings. Nick will research if Texas State Genealogical Society will continue to support CLF webinars via GoToWebinar.
- Sue Kaufman will work on monthly programs. This is a way for the librarians to provide prepared programs.
 - CLF Website does not have the capability of posting videos. However, videos could be uploaded to YouTube and made available to the public.
 - The May 9 General Meeting program by Sue Kaufman entitled “Filling in the Family Stories – Social History” will be the first video to be uploaded.
 - The Texas State Genealogical Society has webinars that are available for use through September 2020.
 - Sue K. will develop a plan and talk with the Clayton Library staff about potential presentations for June-August.
- 3. Social Media** will engage followers with content about library resources, historical events, and upcoming CLF events.
- Joy has been posting several times per week on Facebook.
 - Sue, Melissa, and Mitch are working on a video about the renovation of Clayton Library.
 - Sue will set up an Instagram account which will be used to create stories.
- 4. Social Media: Videos** – Will produce short video segments, either recorded or live about research topics and library updates. Jessica, Nick, and Randy are the Coordinators. Fidel will be the technology coordinator.

Lynda asked that Nick, Jessica, and Sue K. develop a “big picture” communication, action plan on how we get word out to members. Suggestions are to post on Facebook, Clayton Library Friends website and Houston Public Library website. A draft of the proposal will be discussed at the July CLF Executive Board Meeting.

Sue K., Fidel, Nick, Jessica, Lynda, and Resa will meet in the next week to discuss how to move forward and set up a schedule for presentations.

Volunteers will be needed. Elsa will be involved in recruitment.

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- III. Notification that the 2020 Hispanic Genealogical Society Meeting scheduled for October 2020 has been cancelled. CLF was given the following options:
1. Money be sent to the Rio Grande Valley Genealogy society for their event in 2021 and the Friends attend as exhibitors
 2. The Houston group return the money
 3. The Houston group use it to host a one-day workshop maybe to be held at the Holocaust Museum like the African American one – a date to be determined.

A motion was made to request a refund. See below.

IV. Job Descriptions

1. Elsa is gathering the most recent revisions of CLF Job Descriptions and will combine.
2. A format for job descriptions needs to be developed.
3. Barbara will update the Secretary Job Description and procedures by mid-June as the Nominating Committee will need for recruitment of Secretary effective January 2021.
4. Resa is working on updating the Treasurer Job Description.

Motion	Month	Subject	By	Second	Approve
1	June 2020 01	Request a refund from Hispanic Genealogical Society of Houston	John Dorroh	Barbara Richards	Yes

The meeting adjourned at 12:56 pm.

Signed:

Barbara Richards, Secretary

Lynda Collins, President

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Signed:



Barbara Richards, Secretary

Lynda Collins, President

June 6 Special Board Meeting Minutes

4 messages

Barbara Richards - Texas <barbararichards90@gmail.com>

Fri, Jun 12, 2020 at 11:38 AM

To: Lynda Collins <collins.lynda@att.net>, Jessica Collins <jesscoll@att.net>, Glenda hayes <glendakhayes@yahoo.com>, Resa Nichols Hennings <resa@resa.us>, Pat Metcalf <plpm@ix.netcom.com>, Elsa Schmieder <ema57al@yahoo.com>, Fidel Ramirez <fidelgramirez@gmail.com>, Randy Pace <Grandypace@aol.com>, John Dorroh <jodorroh@usa.net>, Nick Cimino <ancestorpuzzles@gmail.com>, "Kaufman, Susan - HPL" <Susan.Kaufman@houstontx.gov>

I think that I made all the corrections. Will you please review.

Thank you.

Barbara

Barbara Richards - Texas <barbararichards90@gmail.com>

Fri, Jun 12, 2020 at 11:39 AM

To: Lynda Collins <collins.lynda@att.net>, Jessica Collins <jesscoll@att.net>, Glenda hayes <glendakhayes@yahoo.com>, Resa Nichols Hennings <resa@resa.us>, Pat Metcalf <plpm@ix.netcom.com>, Elsa Schmieder <ema57al@yahoo.com>, Fidel Ramirez <fidelgramirez@gmail.com>, Randy Pace <Grandypace@aol.com>, John Dorroh <jodorroh@usa.net>, Nick Cimino <ancestorpuzzles@gmail.com>, "Kaufman, Susan - HPL" <Susan.Kaufman@houstontx.gov>

Oops - here are the minutes

[Quoted text hidden]

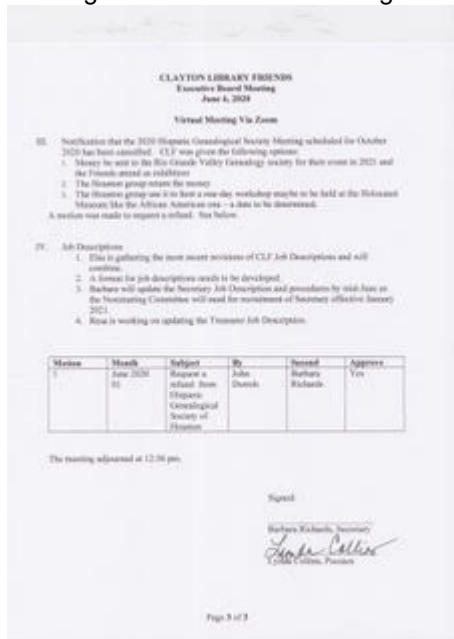
CLF Board_Meeting_Minutes_2020-06-06.docx
41K

Lynda Collins <collins.lynda@att.net>

Fri, Jun 12, 2020 at 1:04 PM

To: Barbara Richards - Texas <barbararichards90@gmail.com>

Looks good to me. Here's the signature page.



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[Quoted text hidden]

<CLF Board_Meeting_Minutes_2020-06-06.docx>

Elsa Schmieder <ema57al@yahoo.com>

Fri, Jun 12, 2020 at 2:26 PM

To: Barbara Richards - Texas <barbararichards90@gmail.com>

Barbara,

Just one correction. In Roman numeral III, the name of the conference should be: 41st Annual Texas Hispanic Genealogical and Historical Conference.

Elsa

[Quoted text hidden]



Barbara Richards - Texas <barbararichards90@gmail.com>

Fwd: Cancellation of 2020 Texas Hispanic Genealogical and Historical Conference

1 message

Lynda Collins <collins.lynda@att.net>
To: Barbara Richards - Texas <barbararichards90@gmail.com>

Tue, Jun 9, 2020 at 9:18 AM

fyi

Begin forwarded message:

From: Lynda Collins <collins.lynda@att.net>
Subject: Cancellation of 2020 Texas Hispanic Genealogical and Historical Conference
Date: June 7, 2020 at 1:33:09 PM CDT
To: Anthony Startz <malstartz@outlook.com>, ms.azios713@gmail.com
Cc: Pat Metcalfe <plpm@ix.netcom.com>, Elsa Schmieder <ema57al@yahoo.com>

Maria and Anthony,

Pat Metcalfe notified me of your sad, but necessary decision to cancel this year's Texas meeting. I'm sure it was difficult after all of the work you had done to prepare.

Yesterday the Clayton Library Friends Board voted to request that you refund our donation since the 2021 meeting will be held in South Padre. However, we are still interested in finding ways our two organizations can support each other, our members and Clayton Library. So, please stay in touch with us as you make decisions about the Houston group's plans for 2020 and beyond. I would be happy to bring any specific proposals you might have to the Board for consideration. Our next Board meetings are scheduled for July and October.

This extraordinary pandemic is disrupting all of our lives. I imagine that you, like us, are re-thinking and reimagining all of your activities. We've moved to virtual Board meetings via Zoom and virtual member meetings via GoToWebinar for the foreseeable future. We are working with Sue Kaufman and the Clayton Library staff to enrich our Clayton Library Friends Facebook page and evaluating other ideas to use technology and social media to engage our members and draw others to Clayton Library's vast collection and knowledgeable staff.

Lynda

Lynda Collins
President
Clayton Library Friends

713-666-8785