

**CLAYTON LIBRARY FRIENDS**  
**Executive Board Meeting**  
**July 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

- 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. Lynda welcomed everyone to the virtual meeting.

Barbara Richards, Secretary, asked for approval of the April 25, 2020 Meeting Minutes. Motion 1 was made. Approve April 25 , 2020 Board Meeting Minutes.

- II. Nominating Committee – Jessica Collins
- a. The first meeting of committee was held July 21.
- b. Jessica was selected as Chairman.
- c. There is a solid candidate for the 2<sup>nd</sup> Vice President position. Continuing to recruit for the Secretary position.
- d. The next meeting of committee will be August 21.

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III. August 8 General Meeting

- a. Due to the necessity of offering CLF events via webinar and also due to conflicts with events scheduled by the Texas State Genealogical Society (TxSGS), the CLF Board of Directors voted to change the dates of our August and November meetings from our usual second Saturday dates as follows:
- b. August 8 date moved to **Saturday, August 15 at 10:30 am**
- c. November 14 date moved to **Saturday, November 21 at 10:30**
- d. After much discussion, Nick made a motion to shift August 8 meeting to August 15 and November 14 to November 21. See Motion 2.

TxSGS scheduled their first Virtual Conference for August 7 and 8. Since TxSGS is conducting their conferences on August 8th using their GoToWebinar software, that date will not be available for use by CLF for our meeting on the usual second Saturday. In addition, Susan Kaufman who will be the speaker of the next CLF meeting had requested that we reschedule it to avoid the conflict because she also serves as Director of Education for TxSGS.

IV. Programs – Nick Cimino – Provided a written report in advance of meeting.

- a. Face2Face programs have been successful. This is a new opportunity for Clayton Library Friends. Nick and Jessica have put structure into the weekly programs. Positive comments have been made by participants.
- b. The schedule for events for July 23 – August 27 was provided.
- c. The CLF website will have information about the programs. Blast emails will be sent out also.

V. Treasurer's Report – Resa Hennings– Provided a written report in advance of meeting.

- a. Although we have sufficient cash on hand to meet expenses, fundraising is needed to provide income to equal spending which exceeds current donations.
- b. The Finance Committee consisting of Lynda Collins, John Dorroh, Pat Metcalfe and Resa met via emails. The following recommendations were made:
  1. Leave the Undistributed Interest and Dividends in the Goodman account and only request a distribution from there for a specific project or purchase we wish to make, rather than taking a monthly, quarterly, or whatever regularly scheduled distribution.
  2. The Board should make a conscious decision each year at the November meeting if we are to have an audit of the books for that fiscal year ending December 31. This effort would be ins specific

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keeping with the Bylaws Section 8.5: “The Treasurer’s accounts shall be audited annually or as often as deemed necessary by the Board.”

3. Ask Goodman Financial to review our Investment Policy and to make recommendations for any improvements they may determine. Per the Bylaws this is supposed to be an annual review.
  4. Continue with Tipton & Associates for our audits and have Nspire Nonprofit Bookkeeping to do a cleanup after the 2019 audit.
- c. The 2019 Audit is underway by Stephanie Tipton of Tipton and Associates.
  - d. Bennoch and Tipton have split into two separate companies with distinct functions which is most beneficial for our needs.
  - e. Our books need a reconciliation, i.e. a clerical balancing/adjusting before the 2019 Audit. The cost will be about \$500. John suggested that funds from the Susan Vaughan fund may be used for this purpose.

**VI. John Dorroh – Acquisitions**

- a. John provided a Restricted Gift report to all in advance of the meeting. The report was originally sent to John by Kathleen Dickinson, Database Administrator.
- b. Houston Public Library now has a policy of not putting bookplates on gift books. Therefore, the long list of in memory of or in honor of is no longer necessary unless the donation contains a specific request for a specific locality or book.
- c. There was discussion about:
  - i. Ensuring that the Database that is secure and backed up and Fidel will have access to in addition to Kathleen Dickerson..
  - ii. Fully utilizing Wild Apricot capabilities for communication and reporting.
  - iii. Make all processes more efficient, ensure accuracy and eliminate duplication which include Donations, Membership and Financial Tracking.
  - iv. It is important to recognize the contributions that Kathleen has made and continues to make for CLF through the years.
- d. Motion was made to form an Ad Hoc Committee to review the donation process. Barbara will chair. Members will be Resa and John. See Motion 3.

**VII. Sue Kaufman, Manager of Clayton Library**

- a. Thanked to CLF Board for all their support.
- b. FaceToFace events have been great.
- c. Laurie Covington is the new Deputy Assistant Director, Customer Experience. HPL. Clayton library will continue with the newsletter and will promote FaceToFace events.

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- d. Ricardo Peralez, Deputy Director of Customer Experience, HPL, and Sue have met. Sue has communicated the large amount of support that is provided by Clayton Library Friends.
  - e. August 21 Mitch will give a presentation about mobile genealogy apps.
  - f. There are funds available to do more programs.
  - g. Renovation update – the outside is almost done. Parking lot has been repaved, couple of new metal signs, one at San Jacinto and one at Calumet.
  - h. The Special Collection libraries have been rebranded as History Centers. There was much discussion as Clayton Library is being rebranded as HPL – Family History Research Center.
- VIII. Fidel Ramirez – Website - A written report was provided in advance of the meeting.
- a. Fidel and Jessica have been doing significant cleanup in Wild Apricot, archiving people who have not been active for a while. Presently there are 500 contact slots. Recommend that the number of slots be increased.
  - b. Fidel has approval to increase to the next level which will be 2000 contact slots.
- IX. Glenda Hays – Correspondence – A written report was provided to all in advance of meeting.
- X. Randy Pace – Publicity
- a. The group commented that Randy’s response to a letter from a former CLF President was very well done. The writer expressed appreciation.
  - b. Nick, Jessica and Randy will work together to publicize the FaceToFace events.
  - c. More discussion about the HPL rebranding project as it relates to the Clayton Library name. Randy, Sue K., and Lynda will work on drafting a letter to Houston Public Library Administration as it is critical to retain the name of Clayton for the library.
  - d. Randy will respond to the letter sent by Dr. Rhea Lawson requesting financial support for an Equity Bench and let her know that this request for such financial support does not fall within CLF governance and bylaws. However, we wish to update her on the wealth of materials related to African American research at Clayton Library now. In addition, he has contacted staff at The African American Library at Gregory School and asked what materials should be purchased and housed at Clayton. He has also contacted The Smithsonian Institute and Henry Louis Gates for additional suggestions.

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- XI. Jessica Collins – Membership - A written report was provided to all in advance of meeting.
  - a. Seven new members and one member renewed due to the FaceToFace virtual meetings.
- XII. Elsa Schmieder – Volunteers – On Hold for now due to the COVID-19. No date has been set for when Clayton Library will reopen.
- XIII. Old Business
  - a. Job Descriptions/Policies and Procedures Committee A written report was provided to all members in advance of the meeting. Members of the Committee are Barbara Richards, Elsa Schmieder and Glenda Hayes. The report contained: Findings, Results, Recommendations, and To Do.
  - b. Flow Chart of Donations was provided to all members in advance of meeting. Barbara walked through the steps for Donations and asked for members feedback.
  - c. The importance of backup and timeliness of data was reinforced.

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**XIV. Motions:**

<b>Motion</b>	<b>Month</b>	<b>Subject</b>	<b>By</b>	<b>Second</b>	<b>Approve</b>
1	July 2020 01	Approve April 25 , 2020 Board Meeting Minutes	Glenda Hayes	Resa Hennings	Yes
2	July 2020 02	Shift August 8 meeting to August 15 and November 14 to November 21	Nick Cimino	Randy Pace	Yes
3	July 2020 03	Form AdHoc Committee with Barbara as chairman	Resa Hennings	John Dorroh	Yes

The meeting adjourned at 1:05 pm.

Signed:

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Barbara Richards, Secretary

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Lynda Collins, President

XVIII. Motions:

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3	July 2020 03	Form Ad Hoc Committee with Barbara as chairman	Resa Hemmings	John Dvorich	Yes

The meeting adjourned at 1:05 pm.

Signed:

*Barbara J. Richards*

Barbara Richards, Secretary

*Lynell Collins*

Lynell Collins, President