

**CLAYTON LIBRARY FRIENDS**  
**Executive Board Meeting**  
**April 17, 2021**  
**Virtual Meeting Via Zoom**

**Minutes**

**Board Members Present:**

**Barrow, Mary**  
**Cimino, Nick**  
**Collins, Jessica**  
**Collins, Lynda**  
**Dickerson, Kathleen**  
**Dorroh, John**  
**Hayes, Glenda**  
**Hennings, Resa**  
**Randy Pace**  
**Richards, Barbara**

**Board Members Absent:**

**Ramirez, Fidel**

**Guests:**

**Kaufman, Sue**  
**Metcalf, Pat**

The Clayton Library Friends (CLF) Executive Board meeting was called to order by President Lynda Collins at 11:15 AM. A quorum was established.

President Collins welcomed everyone to the virtual meeting.

- I. Kathleen Dickerson, CLF Secretary, asked for approval of the January 23, 2021 Executive Board Meeting Minutes. **Motion 2021-03** was made by Glenda Hayes to approve the January 23, 2021 Executive Board Meeting Minutes. The motion was seconded by Resa Hennings. The minutes were approved without opposition.

**Programs** – Director Nick Cimino provided a written report and a calendar of scheduled programs in advance of the meeting. During the meeting he indicated that he was looking for a volunteer to fill the open Face2Face date on November 4, 2021. Director Cimino advised that Jonathan Deiss would be unable to present at the May 8<sup>th</sup> quarterly meeting. Sue Kaufman said she would reach out to her contacts to try to help find a replacement.

Director Cimino indicated that the Face2Face programs continue to go well. The programs have been reduced to twice per month. The question “Will Face2Face programs continue once the CLF membership and other groups return to attending meetings and seminars in person?” was proposed. President Collins said that CLF had already had a request for hybrid meetings. Sue Kaufman informed the board that Clayton Library will be looking to fill a technical support

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position. Director Cimino would like some technical advice before committing to how CLF will go forward with future meetings and programming.

**Treasurer's Report** – Treasurer Resa Hennings provided financial statements and a report in advance of the meeting. During the meeting Treasurer Hennings reported first quarter unrealized gains of \$100,800 on a market value of approximately \$1,397,000 in the investment account. She also indicated that the request made by Goldman Financial to invest in BB rated bonds was denied.

Treasurer Hennings reported that the Audit Committee recommends going forward with an audit of the CLF 2020 financial records. With President Collins agreement, she has been in touch with the auditor, Stephanie Tipton, who will send a letter of engagement for signature. The audit fee is approximately \$10,000.00.

**Acquisitions** – Director John Dorroh provided a written report in advance of the meeting, which included the listing of acquisitions for the first quarter of 2021. During the meeting, Director Dorroh indicated he was puzzled about CLF membership with NGS, which he thought was a lifetime membership. He also questioned the status of an EBSCO South Carolina periodical. The library has missed some issues of the NGS quarterly. Director Dorroh agreed to coordinate with Sue Kaufman to verify NGS membership status and the status of the EBSCO subscription.

**Clayton Library Update** – Library Manager Sue Kaufman provided a written report in advance of the meeting. The report advised that the library was still not scheduled to open for in-house appointments, but the CLF board would be notified as the plan for re-opening develops. It noted that library staff had its busiest month in email reference with 88 questions. Also noted was the popularity of the virtual programming across the country and internationally. On average, there are 75 people virtually attending the sessions.

**Website** – Director Fidel Ramirez provided a written report of Social Media and Technology in advance of the meeting. There was no additional discussion during the meeting.

**Correspondence** – Director Glenda Hayes provided a written report in advance of the meeting. The correspondence sent out included 27 thank you notes for donations and 16 notes sent to acknowledge “in memory” and “in honor of” donations. Correspondence received consisted of three letters that accompanied donations.

President Collins mentioned that Director Hayes has volunteered to be the central point person for donations.

**Publicity** – Director Randy Pace reported that he made postings about the Face2Face programming more prominent in the Facebook news feed.

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**Membership** – 1<sup>st</sup> VP Jessica Collins provided a written report in advance of the meeting. The report stated that as of April 15, 2021 membership totaled 229. Membership is up from last year, but there is not enough data to determine exact reason(s).

**Volunteers** – The library remains closed to the public. There was no activity in this area.

**Ways and Means** – 2<sup>nd</sup> VP Mary Barrow provided a written report in advance of the meeting. She presented ideas for CLF to offer genealogical classes, starting with a beginning genealogy course designed to help perfect genealogy skills and make a trip to the library more beneficial. The course would be delivered live via the web and provide interaction with the instructor. A discussion on possible instructors, time period, methodology and cost/profit of this type of offering followed her presentation. Directors Pace, Hayes, and Richards, Treasurer Hennings and 1<sup>st</sup> VP Collins all volunteered to work on a committee with 2<sup>nd</sup> VP Barrow to develop classes.

2<sup>nd</sup> VP Mary Barrow made **Motion 2021-04** to develop a special committee with the intention of sorting out the details of offering genealogical courses and then bringing back ideas to the board.

The motion was seconded by Barbara Richards and passed without opposition.

**Nominations Committee Election** – President Lynda Collins thanked 1<sup>st</sup> VP Jessica Collins for agreeing to serve on the nominations committee once again. The committee will be charged with finding nominations for three positions beginning in 2022. The positions are Treasurer, Director-Acquisitions and Director-Correspondence.

This topic created discussion regarding succession planning for board members, which would be aided by the updating of position descriptions and procedures currently in progress. The board recognized that several positions lack adequate back-up, including acquisitions and the Angel Program. 2<sup>nd</sup> VP Barrow recommended involving more of the membership in CLF activities and would provide examples of committee and board position applications she has seen used by another organization. 1<sup>st</sup> VP Collins mentioned that the survey and forms functions included in Wild Apricot had been recommended by Director Ramirez. Director Cimino is interested in additional help with the Program committee. 1<sup>st</sup> VP Collins was interested in learning more about the Programs board position and would discuss with President Collins and Director Cimino. President Collins indicated that a future newsletter article would address getting members more involved with CLF.

**Old Business**

Director Barbara Richards continues work on updating job descriptions and bylaws. Pat Metcalfe noted a conflicting statement in the bylaws concerning section 8.1, which refers to an annual audit and section 8.5, which contains additional wording regarding the audit frequency (“or as often as deemed necessary”). Director Richards agreed to review the bylaw text.

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Director Richards reported that all positions except Treasurer and Publicity have been updated. Positions descriptions and procedures are to eventually be posted on the CLF website but there is a need to standardize format and content. President Collins would like to post position descriptions publically, after all documentation is completely updated.

Director Richards reported that the analysis of the donation process is ongoing, but more meetings are required.

Director Richards reported that bylaw changes had been sent out for review. She explained that social media activities have been falling under the purview Director of Publicity rather than the Director of Social Media and Technology. Director Fidel Ramirez has agreed to a title change, dropping the reference to Social Media to become the Director of Technology. No one felt that “social media” needed to be added to the title of publicity director.

**Newsletter** – The deadline for newspaper submissions is Sunday, April 25, 2021.

**Additional Discussion –**

President Collins had been considering having directors deliver reports to the membership at the August general meeting. Director Dorroh commented that each report should be kept short, perhaps three to five minutes. If reports are to be included Sue Kaufman may need to be given an estimate on how much time would be available for the State of the Library presentation.

President Collins asked Sue Kaufman if there would be any chance that the August meeting of the membership could be held on site at the Clayton Library. Ms. Kaufman stated it was a possibility. She also noted that the July board meeting might be held at Clayton House if Houston Public Library Phase III opening is eminent. The board will plan for a meeting in the House and anyone that needs to join via Zoom will be connected that way.

President Collins asked if there were any additional topics to be addressed. She complimented the board for a very productive meeting.

The meeting adjourned at 12:54 PM.

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**Motions:**

<b>Motion</b>	<b>Month</b>	<b>Subject</b>	<b>By</b>	<b>Second</b>	<b>Approved</b>
2021-03	April	Approve January 23, 2021 Board Meeting Minutes	Glenda Hayes	Resa Hennings	Yes
2021-04	April	Develop a special committee with the intention of sorting out the details of offering genealogical courses and then bringing back ideas to the board.	Mary Barrow	Barbara Richards	Yes

Signed:

*Kathleen A Dickerson*

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Kathleen Dickerson, Secretary

*Lynda Collins*

\_\_\_\_\_  
Lynda Collins, President

*Lynda Collins*



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 <b>Kathleen A Dickerson</b> IP: 108.212.127.131	sent the document to collins.lynda@att.net and usxhkad1976@gmail.com	Mar 21, 2022 19:28:58 UTC
 <b>Lynda Collins</b> IP: 99.116.9.202	first viewed the document	Mar 21, 2022 19:31:33 UTC
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