

**CLAYTON LIBRARY FRIENDS**  
**Executive Board Meeting**  
**July 24, 2021**  
**Clayton House**

**Minutes**

**Board Members Present:**

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

**Board Members Absent:**

**Pace, Randy**

**Guests:**

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

The Clayton Library Friends (CLF) Executive Board meeting was called to order by President Lynda Collins at 11:00 AM. A quorum was established.

President Collins welcomed everyone to the Clayton House library.

- I. President Collins asked for approval of the April 17, 2021 Executive Board Meeting minutes. **Motion 2021-05** was made by Barbara Richards to approve the April 17, 2021 Executive Board Meeting minutes. The motion was seconded by Nick Cimino. The minutes were approved without opposition.

**Treasurer's Report** – Treasurer Resa Hennings provided financial statements and a report in advance of the meeting. During the meeting, Treasurer Hennings reported that the checking account balance as of June 30, 2021 remained lower than the same time period in 2020. She noted that the second quarter ended with unrealized gains of \$21,926 on a market value of approximately \$1,419,067 in the investment account.

Treasurer Hennings reported that the accountant, Richard Bennoch, had completed the audit prep “clean-up” of the CLF financial records in June. In addition, Auditor Stephanie Tipton had forwarded the letter of engagement for the 2020 financial audit. The audit fee will remain at \$10,000 and will not increase to \$11,000 as previously requested by the firm.

**CLAYTON LIBRARY FRIENDS**  
**Executive Board Meeting**  
**July 24, 2021**  
**Clayton House**

**Minutes**

Treasurer Hennings also reported that Tax Accountant Su Wah had filed an extension of time for submitting the CLF 990 Information Form. She also wanted the board to be aware that each board member's name and address appears on the 990 form and is published on the CLF web page. No one present expressed concern regarding the 990 form.

**Ways and Means** – 2<sup>nd</sup> VP Mary Barrow reported that she had discussed the idea of CLF offering genealogy classes with Susan Kaufman but they agreed to table the idea for now, as the concept was similar to activities already in place. President Collins remarked that the course concept was a good idea, but probably did not fit well for fundraising. She also remarked that she did not want to lose the work VP Barrow had completed and would address the course concept later in the meeting.

VP Barrow remarked that another revenue generating idea would be offering research requests for a fee. The fee charged to a CLF member would be structured lower than the standard rate. That concept could potentially increase membership and provide opportunities for people wishing to volunteer with CLF or Clayton Library. Pat Metcalfe remarked that we continue to generate some income from the donated duplicate book program. She also reminded the board that the CLF endowment was created to provide funds for the organization so that CLF did not need to constantly run fundraising activities.

The research request concept generated a great deal of discussion. Susan Kaufman remarked that the concept would be super helpful to the library staff that currently only has time to make copies from the collection to satisfy very specific patron requests for information. Director Ramirez remarked that CLF currently receives research requests via the CLF website, which he forwards to Clayton Library. President Collins asked for comments from the professional genealogists in the room and received no negative feedback. Everyone agreed that guidelines would need to be developed for the volunteers fulfilling the requests. VP Barrow agreed to research an appropriate rate structure, look at previous requests received in the library and/or through the CLF website and report back to the board.

**Acquisitions** – Director John Dorroh provided a written report in advance of the meeting, which included the listing of acquisitions for the first six months of 2021. During the meeting, Director Dorroh stated that Susan Kaufman had found the CLF lifetime National Genealogical Society (NGS) membership card. Subsequently, he continued to try to make contact with multiple NGS representatives to get a decision regarding CLF's lifetime membership status. To date, he has received no response and is considering sending a certified letter to the organization. Director Dorroh has managed to acquire the missing NGS periodicals, and feels that the periodicals are worth the annual membership fee. Director Dorroh requested through **Motion 2021-06**, if NGS does not honor CLF's lifetime membership status, does the board authorize Director Dorroh to pay the dues to join NGS and restart subscriptions to the quarterly and the newsletter? The

**CLAYTON LIBRARY FRIENDS**  
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**July 24, 2021**  
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motion was seconded by Jessica Collins. The motion passed with one abstention from Treasurer Hennings and no objections.

**Clayton Library Update** – Library Manager Susan Kaufman provided a written report in advance of the meeting. The report noted that the Clayton Library doors re-opened after the pandemic on 11 May 2021. The library has gone through a number of phases that include temperature taking, cleaning spaces and wearing masks. Protocols for customers have moved to strongly suggesting wearing of masks and taking of temperatures. Library staff wears masks at the reference desk and when working with customers.

Meeting rooms continue to be closed with fall as a goal for reopening. Hours will remain the same into September (Tuesday through Saturday, 10 am to 4 pm). Both frequent patrons and new researchers are glad to be back in the library. Many have mentioned that everything cannot be found on the internet.

Manager Kaufman noted that July 2021 marks a year since the beginning of virtual programming. The Zoom programming has reached over 3,000 people across the United States as well as other countries. A total of 67 programs were successfully delivered throughout the year. The library plans to continue this type of programming in the future.

Manager Kaufman also remarked that Franklin Smith retired at the end of December 2020. His position has been filled by Mitch Clendening, who brings 25 years of experience with television production. Adding his skills to the Clayton Library team will allow for an increase in the library's virtual presence.

**Programs** – Director Nick Cimino provided a written report and a calendar of scheduled programs in advance of the meeting. During the meeting Director Cimino stated that there was only one tentative gap in the programming schedule (October 21<sup>st</sup>) and he would soon be reaching out to the author to confirm his participation.

Director Cimino advised the group that he met recently with Director Ramirez and Mitch Clendening to discuss hybrid meetings. It was noted that a technical team may be needed to support the program director in producing hybrid meetings and CLF may need to search for additional volunteers to support these future activities.

**General Meeting** – President Collins remarked that she would like to introduce the board to the members attending the quarterly general meeting. She invited the board members to speak during the meeting if they have any material they would like to share with the audience. The group discussed several topics to be shared at the meeting. The general meeting agenda was proposed as follows:

- I. Collins - Introduce Board
- II. Kaufman - State of the Library Presentation

**CLAYTON LIBRARY FRIENDS**  
**Executive Board Meeting**  
**July 24, 2021**  
**Clayton House**

**Minutes**

- III. Richards – Job Descriptions and By-Law Changes
- IV. Collins - Nominating Committee & Volunteer Opportunities
- V. Barrow – Coming Soon: Research Requests

For the introduction slide, all board members need to forward a picture to Sue Kaufman.

The August general meeting will begin at 10:30 and is estimated to run one hour. An equipment check meeting may be necessary. That will be decided in the technical meeting to be held this afternoon at 2:00 pm.

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

**Correspondence** – Director Glenda Hayes provided a written report in advance of the meeting. There were no questions or additional discussion during the meeting.

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

**Publicity** – Director Randy Pace provided a written report in advance of the meeting. President Collins acknowledged the Historic Heights Living magazine cover and article featuring Director Pace and the wonderful publicity for Clayton Library.

**Membership** – 1<sup>st</sup> VP Jessica Collins provided a written report in advance of the meeting. The report stated that as of July 19, 2021 membership totaled 245, which is 30 members more than this time period in 2020. The group acknowledged how important the Face2Face programming has been for CLF membership.

**Volunteers** – Director Richards provided a written report in advance of the meeting. Her report summarized CLF areas seeking volunteers from members, including Programs, Publicity, Angel Program and Volunteers/Hospitality. Director Richards provided an example of a formatted listing of possible skills and duties needed for the volunteer and hospitality committee.

**Old Business:**

**Nominations Committee Report** – VP Collins stated that the first meeting of the committee will be August 27, 2021.

**Job Descriptions Review Update** – Director Richards stated that the work on job descriptions and procedures has continued. The documents, which need standardized formats, have been uploaded to the CLF website under Board Resources.

**CLAYTON LIBRARY FRIENDS**  
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**Bylaws Update** – Director Richards provided copies of the bylaw changes in advance of the meeting. After group discussion, Director Richards asked the Board to review the updates one more time and forward any resulting comments and changes to her by August 31, 2021. She will update the bylaws and send the updates back to the Board in September 2021.

**Flow Chart of Donations** – Director Richards provided a written report in advance of the meeting. She remarked that progress has been made on the donations project, including potential updates to the CLF website Giving Page. President Collins asked everyone to go to the website and review the layout and text descriptions on the Giving Page and send any comments or suggestions to Director Richards.

Director Richards remarked that Treasurer Hennings and Secretary Dickerson are attempting to learn how QuickBooks might be used to replace the database tracking report for restricted donations. Treasurer Hennings has reached out to auditor Richard Bennoch, who has not yet responded to her requests. Secretary Dickerson remarked that she had done a very brief overview of QuickBooks functionality but was unsure of how the software could be used for existing restricted donations that had not yet been fulfilled.

**Newsletter** – The deadline for newsletter submissions is July 31, 2021.

The meeting adjourned at 1:00 PM.

**Motions:**

<b>Motion</b>	<b>Month</b>	<b>Subject</b>	<b>By</b>	<b>Second</b>	<b>Approved</b>
2021-05	July	Approve April 17, 2021 Board Meeting Minutes	Barbara Richards	Nick Cimino	Yes
2021-06	July	Authorization to join the National Genealogical Society	John Dorroh	Jessica Collins	Yes

Signed:

*Kathleen A. Dickerson*

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Kathleen Dickerson, Secretary

*Lynda Collins*

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



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Mar 21, 2022 19:29:12 UTC

### Activity

 <b>Kathleen A Dickerson</b> IP: 108.212.127.131	created the document	Mar 21, 2022 19:29:51 UTC
 <b>Kathleen A Dickerson</b> IP: 108.212.127.131	signed the document	Mar 21, 2022 19:31:20 UTC
 <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 19:31:24 UTC
 <b>Lynda Collins</b> IP: 99.116.9.202	first viewed the document	Mar 21, 2022 19:33:18 UTC
 <b>Lynda Collins</b>	signed the document	Mar 21, 2022 19:33:37 UTC