

**CLAYTON LIBRARY FRIENDS**  
**General Meeting**  
**August 14, 2021**  
**Virtual Meeting**

**Minutes**

The Clayton Library Friends (CLF) general meeting was called to order by CLF President Lynda Collins at 10:31 AM.

President Collins welcomed members and guests to the quarterly meeting of Clayton Library Friends. She noted that the CLF board had hoped to be able to meet in person today with the membership, but that was not yet possible. President Collins assured the membership that the board wants to return to in person meetings as quickly as possible. In addition, she stated that due to the increase in participation with virtual meetings, CLF will continue to offer a virtual solution, even after in person meetings resume. CLF is currently working on the technology and logistics required to hold hybrid meetings for the membership.

President Collins turned over the meeting to CLF Director of Programs, Nick Cimino.

Director Cimino introduced the featured speaker, Susan Kaufman. He remarked in his introduction that Ms. Kaufman, an Illinois native, has 30 years of experience as a genealogy librarian. She received her Master's Degree in Library and Information Sciences from Dominican University in Chicago and started her career in Peoria, Illinois. She chose to accept a genealogy reference librarian position in Peoria and learned the genealogy research process on the job. Director Cimino also noted that Ms. Kaufman loves customer service and working with people. In 2019, she won the National Genealogical Society Filby Award for Genealogical Librarianship, the Dallas Genealogical Society Lloyd D Bockstruck Distinguished Service Award and also became a fellow of the Texas State Genealogical Society. Director Cimino turned over the meeting to Ms. Kaufman.

Ms. Kaufman welcomed everyone and began her presentation of *The State of the Clayton Library 2021*. She covered many topics including the following:

- Clayton Property Buildings – approximately 35,000 square feet
  - Clayton Family Home - 7,570 square feet housing city directories, the CLF office and the Clayton Family display
  - Guesthouse - 2,210 square feet of office space
  - Carriage House - 2,156 square feet of meeting room space
  - Main Library - 23,000 square feet housing the research collection.
- Staffing and Collections
  - 8 Full Time Equivalents
  - Books – approximately 140,000 volumes
  - Periodicals – approximately 3,200 titles
  - Microfilm – approximately 90,000 rolls
  - Microfiche – approximately 203,000 cards
- Clayton Library Timeline during the Covid-19 Pandemic
  - Closure March 2020
  - Begin Zoom programming July 2020
  - Virtual appointments and phased in operations
  - Re-opening May 2021
- Staff Activities while library was closed
  - In depth reference

**CLAYTON LIBRARY FRIENDS**  
**General Meeting**  
**August 14, 2021**  
**Virtual Meeting**

- Programming
- Collection development and management
- Web design refresh
- Finishing first floor renovation
- Professional development
- Continued producing newsletter
- Keeping Connected
  - Clayton Library Presents – 67 presentations for 6,962 attendees
  - Utilization of HPL online database – Ancestry Library Edition
  - Addressing email reference questions and individual consultations
  - Publication of Clayton Newsletters
  - Partnership with CLF for continued funding of book purchases and Face2Face presentations
  - Partnership with Family Search for restricted image access
- Re-opening of Library
  - Completion of first floor renovation
  - Books still organized in the same manner
  - Consultation table with computer and large monitor
  - Slide scanner on the second floor
  - Vertical files organized by surname
  - Snack area permanently closed
  - Continued to face the challenge of getting people into the library to find information not available on the internet
- Moving Forward
  - Health First – Following county, city and HPL policies
  - Operating at 100%
  - Programming – Will continue virtual offerings, more social media engagement and You Tube Videos (This presentation may be found on YouTube via this link <https://youtu.be/Wo6rGJl6pWA>)
  - Continue customer service through consultations on phone, email and in person
  - Succession planning, procedure development
  - Being responsive to the community served by building the best library with the best team.
  - Clayton Library Hours are 10 AM – 4 PM, Tuesday through Saturday.
  - Contact information: 832-393-2600 or [cla.reference@houstontx.gov](mailto:cla.reference@houstontx.gov)

Ms. Kaufman closed her presentation by thanking everyone for the support the library continues to receive from staff, Clayton Library Friends and the community. After her presentation, she answered a number of questions from the audience.

Ms. Kaufman turned over the meeting to President Collins, who thanked Ms. Kaufman for the excellent presentation. President Collins reminded the audience that the sole purpose of CLF is to support Clayton Library. She proceeded to introduce the CLF board to the audience and described some of the activities the board worked on while the library was closed.

President Collins remarked that she was honored to be part of an organization that for 30 years has been run completely by volunteers. She noted that the pandemic and the unexpected

**CLAYTON LIBRARY FRIENDS**  
**General Meeting**  
**August 14, 2021**  
**Virtual Meeting**

resignation of the CLF board president highlighted the need for better CLF documentation of policies and procedures, plus the ability to access those documents on the internet. She also noted the ongoing development of workflow process documentation for key processes, especially those that cross multiple job positions.

President Collins gave the microphone to 1<sup>st</sup> Vice President Jessica Collins. VP Collins advised the audience that an email would soon be sent to the membership referencing a Committee Interest Survey. The survey is being conducted to facilitate members who would like to volunteer to serve on the CLF board or a board committee. Opportunities that need support from a committee could be related to finance or programming or many other activities that support the library.

After VP Collins spoke, Director Cimino shared his computer screen with the audience to demonstrate how to locate the list of upcoming programming events on the CLF website. He remarked that a registration is required for each Face2Face or Clayton Library Presents event.

After Director Cimino finished his presentation, President Collins announced that two additional items needed to be addressed. She remarked that 2<sup>nd</sup> VP Mary Barrow has great ideas for offering services to library patrons for a small fee. The fee will be revenue for CLF to continue its support of Clayton Library. The fee will be lower for an active CLF member. The two services under development are research requests and an online beginning genealogy class. Susan Kaufman addressed the audience to explain that once the library reopened, the staff had less time to support in-depth research requests. Ms. Kaufman also noted the library would love to be able to offer a succession of beginning genealogy classes, but the library does not have enough staff to support that additional effort. She said she is grateful that CLF has once again stepped in to support these two services.

President Collins thanked Ms. Kaufman for her presentation and for the resilience of the library staff during the pandemic. She extended an invitation to the audience to join CLF for the annual meeting on November 13, 2021. The meeting will be held via Zoom for certain, even if a face to face meeting is not possible on that date. The meeting will include the annual election of CLF board members and a vote to accept a few small CLF bylaw changes. The featured speaker will be Patty Gillespie who is scheduled to deliver a presentation titled *Proving Long-Lost Family the Indirect Way: Finding the Ancestors of F. N. Raymond*.

The meeting adjourned at 11:36 AM.

Signed:

*Kathleen A Dickerson*

---

Kathleen Dickerson, Secretary

*Lynda Collins*

---

Lynda Collins, President



Completed Document Audit Report  
Completed with SignWell.com

Title: CLF General Meeting\_Minutes\_20210814






Document ID: 4910a8c2-e084-493c-aa13-a7a89f8846a1

### Files

CLF General Meeting\_Minutes\_20210814.docx

Mar 21, 2022 19:53:49 UTC

### Activity

 <b>Kathleen A Dickerson</b> IP: 108.212.127.131	created the document	Mar 21, 2022 19:54:22 UTC
 <b>Kathleen A Dickerson</b> IP: 108.212.127.131	signed the document	Mar 21, 2022 19:55:42 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 19:55:46 UTC
 <b>Lynda Collins</b> IP: 99.116.9.202	first viewed the document	Mar 21, 2022 20:11:16 UTC
 <b>Lynda Collins</b>	signed the document	Mar 21, 2022 20:11:28 UTC