

**CLAYTON LIBRARY FRIENDS**  
**Executive Board Meeting**  
**October 23, 2021**  
**Clayton House**

**Minutes**

**Board Members Present:**

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

**Board Members Absent:**

**Guests:**

**Hollis, Mary**  
**Kaufman, Sue**  
**Kent, Angela**  
**Tipton, Stephanie**

The Clayton Library Friends (CLF) Executive Board meeting was called to order by President Lynda Collins at 10:58 AM. A quorum was established.

President Collins welcomed everyone to the meeting, including guest Angela Kent, Head of Special Collections for Houston Public Library (HPL). Ms. Kent, who joined HPL in March 2021, introduced herself to the group. She remarked on her previous experience at Texas State Library and Archives in Austin, Texas as well as federal libraries in Washington, DC. Ms. Kent briefly addressed her administrative role for the three HPL Special Collections units, Clayton Library, the Gregory School and Houston Metropolitan Research Center.

After the Board introduced themselves to Ms. Kent and to Stephanie Tipton, of Tipton and Associates, President Collins asked Ms. Kent to confirm that she would be the contact in HPL administration if CLF had questions or concerns. Ms. Kent replied that she is dedicated to Special Collections, particularly in areas that require administration and coordination within the HPL system, and she will continue to keep open lines of communication with the Special Collections friends groups.

**Treasurer's Report** - Treasurer Resa Hennings introduced Stephanie Tipton of Tipton and Company, Certified Public Accountants. She remarked that Ms. Tipton had joined the meeting to discuss the recently completed financial audit of CLF. Ms. Tipton began her presentation by

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introducing herself and her company, which works exclusively with nonprofit clients in the Greater Houston area. She continued her presentation by stating that after performing the audit for the year ending December 31, 2020, her firm issued a final report of a clean audit, with an unmodified opinion, indicating that there were no findings and no issues to report.

Ms. Tipton continued to present to the Board the highlights from the Statement of Financial Position (Balance Sheet), the Statement of Activities (Income Statement), the Statement of Functional Expenses and the Statement of Cash Flows. She remarked that CLF continued to show a very strong position to present to donors, where 77% of annual expenses were for library enrichment or member benefit programs versus 23% to administration of CLF. Ms. Tipton also pointed out a fairly new disclosure required by Generally Accepted Accounting Principles (GAAP) in the form of a liquidity report, which indicated there were adequate funds available to meet the organization's obligations.

President Collins asked Ms. Tipton if the fact that CLF consistently participated in annual financial audits would be seen as a positive by potential donors. Ms. Tipton replied that it would certainly be a positive statement, but the Board may wish to discuss participating in an annual review, which is performed at a higher level, less in scope and less in cost. A letter would be issued under a review but it would not include an official opinion.

The Board thanked Ms. Tipton for attending the meeting and providing a review of the 2020 financial audit.

Treasurer Resa Hennings provided current financial statements and a report in advance of the meeting. She also noted that the tax accountant is very close to completion of Form 990 and it would soon be filed electronically with the IRS.

President Collins welcomed member and CLF volunteer Mary Hollis, who joined the group during the audit presentation. Mary was the HPL Clayton Library 2019 Volunteer of the Year and she most recently served on the CLF nominating committee.

**Approval of Meeting Minutes** - President Collins asked Secretary Kathleen Dickerson to address the status of the meeting minutes. Ms. Dickerson reported that the minutes from last quarter were not yet complete due to a computer error. The computer has been sent out for repair and the minutes will be completed and emailed to the Board members for review and approval as soon as possible.

**Nominations Committee Report** - 1<sup>st</sup> Vice President (VP) Jessica Collins provided a report from the nominating committee. She described the process the committee used to submit the following slate of candidates for the three open 2022-2023 Board positions:

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Treasurer – Resa Hennings  
Director of Acquisitions – Lori Fortner  
Director of Correspondence – Glenda Hayes

VP Collins also reported on the nominating committee's online survey, launched to identify potential volunteers for committees and succession planning. She said that twelve people volunteered to join committees.

VP Collins made **Motion 2021-07** to accept the slate of candidates as written in the report. The motion was seconded by Director Barbara Richards and passed without opposition.

VP Collins also remarked that the nominating committee recommended that the Board consider changing the date and/or time of the quarterly meetings to avoid a conflict with the AAHGS H-Town Chapter meetings. The committee believed that eliminating the scheduling conflict between the organizations would help in future recruitment of Board members from a diverse group of genealogy organizations. Director Ramirez also commented that two of the meetings frequently coincide with family holiday weekends. VP Barrow suggested changing the meeting time to begin directly after the AAHGS meeting so the attendees could join CLF after their meeting concluded. VP Collins remarked that due to the hiatus during the pandemic, it may be the best time to make a scheduling change. President Collins commented that the bylaws dictate what month the quarterly meetings must occur, but they do not dictate date or time.

VP Collins made **Motion 2021-08** to form a committee to investigate date and time changes for the quarterly CLF meetings and setting the 2022 meeting calendar. The motion was seconded by Director Barbara Richards and passed without opposition.

The new committee will be chaired by Lynda Collins and will include members Mary Hollis, Glenda Hayes, Randy Pace and Fidel Ramirez.

President Collins acknowledged VP Collins excellent service for the past two years on the nominating committee.

**November General Meeting** – President Collins asked Director Richards to present the bylaw changes to the Board.

**Bylaws** - After a historical discussion of the two year bylaw and job description committee activities, Director Hayes made **Motion 2021-09** to accept the bylaw changes as presented (during the Board meeting) by the committee. The motion was seconded by VP Mary Barrow and passed without opposition.

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**Board Election** – The election will take place during the Zoom meeting on November 13, 2021.

**Programs** – Director Nick Cimino provided a written report and a calendar of scheduled programs in advance of the meeting. He invited the Board to join the Program Committee on December 2, 2021 for a planning discussion for 2022 programs. He also thanked the Board members who had made presentations in the past and those who might make presentations in the future. He also expressed his appreciation to the Nominating Committee for identifying new volunteers for the Program Committee.

Director Cimino led a discussion of the hybrid meeting test from last quarter that left those that participated with the feeling that we were not ready to manage a hybrid meeting. President Collins remarked that it would be ideal if HPL mastered the technology to produce a hybrid meeting and could then train CLF to host a hybrid meeting after HPL reopened the meeting space at the Clayton Campus. President Collins asked the Board to make certain it was clear in all member communications that the annual meeting in November would be virtual only. She remarked that the equipment check for the annual meeting would take place on Friday, November 12, 2021 and should include Directors Cimino and Richards, 1<sup>st</sup> VP Collins, Sue Kaufman and President Collins.

President Collins thanked the many Board members that developed and produced the Face2Face programming. She remarked that it had been a huge success and had kept the library and the librarians in the public eye. It also served to introduce the participants to CLF, many of whom did not know that the organization existed.

**Membership** – 1<sup>st</sup> VP Jessica Collins provided a written report in advance of the meeting. The report stated that as of October 16, 2021 membership totaled 254. Membership is up from last year. She analyzed data to determine that from the beginning of the pandemic through current day, 59 new members have joined CLF and she estimates that about half joined after attending a Face2Face session.

1<sup>st</sup> VP Collins informed the Board that the membership drive will again promote membership with a contest. Anyone who joins CLF or renews between November 1 and November 15 will be entered in a drawing for two playback passes to the Texas State Genealogical Society Family History Conference. The contest will be promoted through the CLF website, Facebook and Face2Face sessions.

**Ways and Means** – 2<sup>nd</sup> VP Mary Barrow provided a written report in advance of the meeting. She presented the first look at details of the Research Request project, including suggested fees to be charged, the request scope and the research process developed by 2<sup>nd</sup> VP Barrow

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and Directors Hayes and Richards. 2<sup>nd</sup> VP Barrow made **Motion 2021-10** for CLF to adopt the research request project so the committee can proceed with trial research requests. The motion was seconded by Director Hayes and passed without opposition.

To begin testing the research request process, several board members, including 1<sup>st</sup> VP Collins, Secretary Dickerson and President Collins agreed to submit requests for the project team to research.

Director Pace indicated he would like to be involved in the promotion of the Research Request project.

**Clayton Library Update** – Library Manager Sue Kaufman provided a written report in advance of the meeting. She updated the number of titles acquired by CLF in 2021 from 300 to approximately 1000. She expressed her appreciation for the continued deep support received from CLF.

Ms. Kaufman also addressed the progress to date on the development of beginning genealogy classes to be offered spring 2022. The next milestone is a review of the outline of the class contents, scheduled to be completed by November 1, 2021.

Director Dorroh advised Ms. Kaufman that CLF has restricted gifts dedicated for binding. Ms. Kaufman agreed to review the situation during the budgeting process in January.

**Website** – Director Fidel Ramirez provided a written report of Social Media and Technology in advance of the meeting. President Collins noted that the report included the project to scan and digitize back issues of the CLF newsletter which will be added to the current archive on the CLF website. There has been a suggestion from Sue Kaufman to also post the handouts from Clayton Library Presents and Director Ramirez indicated that the CLF web page is available for those postings.

**Correspondence** – Director Glenda Hayes provided a written report in advance of the meeting. The correspondence sent out included 14 thank you notes for donations and 17 notes sent to acknowledge in memory and in honor of donations. The report also noted 8 donations recorded in Wild Apricot and 3 referrals for donor designated donations.

**Publicity** – Director Randy Pace reported on the CLF virtual booth at the October 2021 Texas State Genealogy Society virtual meeting. CLF was a Gold Sponsor for the virtual meeting and had the opportunity to exhibit through a virtual booth. The virtual booth was set up and manned by Sue Kaufman. Director Pace also reported that there were 211 views of the CLF booth, 52 likes and 47 email addresses left through “Deals and Offers”. In addition, there were a number of positive reviews of the booth and of the Clayton Library. It was all in all a positive exposure for the organization and the library.

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**Volunteers** – Director Barbara Richards submitted a written report in advance of the meeting. Due to the pandemic, volunteers are not yet allowed to be working in the library. When asked, Ms. Kent informed the Board that volunteer services are coming back in a phased approach but the exact start date is unknown. However, Family Search volunteers, who have a longstanding formal agreement with HPL, will be able to return to Clayton Library on November 1, 2021 to restart the book digitation process.

Director Richards also provided an update of the CLF newsletter scanning project and the job description and procedures update project.

**Acquisitions** – Director John Dorroh provided a written report in advance of the meeting, which included the listing of acquisitions for the first nine months of 2021. Director Dorroh was happy to report that the problem with the CLF Membership to the National Genealogical Society (NGS) had been resolved and Clayton Library would be receiving the quarterly publications once again. In addition, Director Dorroh reported that previous issues with other periodical publications have been resolved.

Director Dorroh opened up a discussion regarding attendance at the NGS Family History Conference to be held in May 2022 in Sacramento, CA. He suggested that CLF cover the travel expenses and conference cost for 1<sup>st</sup> VP Jessica Collins, who recently became a NGS delegate and joined the NGS Delegate Council. 1<sup>st</sup> VP Collins had mixed emotions about allowing CLF to cover the expenses, and hoped that the Board would provide clear guidelines on what she should accomplish at the conference.

Director Dorroh made **Motion 2021-11** to approve payment of the expenses for the delegate to attend the NGS Conference in Sacramento, May 2022. The motion was seconded by Director Richards and passed without opposition.

Director Dorroh continued the NGS conference discussion and explained that for several years CLF had purchased an advertisement that appeared on inside the front cover of the NGS conference program. The cost of the color advertisement is approximately \$150.00. The advertisement would be seen by essentially everyone attending the conference.

Director Dorroh made **Motion 2021-12** to approve purchasing an advertisement in the NGS conference program. The motion was seconded by Treasurer Hennings and passed without opposition.

Director Dorroh ended the discussion by suggesting that the Board ask someone from HPL administration to attend the conference, simply to see how well Clayton Library is represented and acknowledged at the conference.

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**Old Business**

**Newsletter** – The deadline for newspaper submissions is Sunday, October 24, 2021.

The meeting adjourned at 1:00 PM.

**Motions Log:**

<b>Motion</b>	<b>Month</b>	<b>Subject</b>	<b>By</b>	<b>Second</b>	<b>Approved</b>
2021-07	October	Accept the slate of Board candidates	Jessica Collins	Barbara Richards	Yes
2021-08	October	Committee to investigate date and time changes for the quarterly CLF meetings	Jessica Collins	Barbara Richards	Yes
2021-09	October	Bylaw changes	Glenda Hayes	Mary Barrow	Yes
2021-10	October	Adopt Research Request Project	Mary Barrow	Glenda Hayes	Yes
2021-11	October	Pay Expenses for Delegate to NGS Conference 2022	John Dorroh	Barbara Richards	Yes
2021-12	October	Purchase Ad in NGS conference program	John Dorroh	Resa Hennings	Yes

Signed:

*Kathleen A. Dickerson*

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Kathleen Dickerson, Secretary

*Lynda Collins*

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



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Mar 21, 2022 19:31:43 UTC

### Activity

 <b>Kathleen A Dickerson</b> IP: 108.212.127.131	created the document	Mar 21, 2022 19:32:14 UTC
 <b>Kathleen A Dickerson</b> IP: 108.212.127.131	signed the document	Mar 21, 2022 19:33:45 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 19:33:49 UTC
 <b>Lynda Collins</b> IP: 99.116.9.202	first viewed the document	Mar 21, 2022 19:34:02 UTC
 <b>Lynda Collins</b>	signed the document	Mar 21, 2022 19:34:22 UTC