

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
October 29, 2022
Clayton House

Minutes

Board Members Present:

Cimino, Nick
Collins, Jessica
Collins, Lynda
Dickerson, Kathleen
Fortner, Lori
Hayes, Glenda
Hennings, Resa
Ramirez, Fidel
Richards, Barbara

Board Members Absent:

Barrow, Mary
Pace, Randy

Guests:

Kaufman, Sue
Kent, Angela
Metcalfe, Pat

The Clayton Library Friends (CLF) Executive Board meeting was called to order by President Lynda Collins at 10:00 AM. A quorum was established.

Approval of Meeting Minutes

President Collins welcomed everyone to the meeting and asked Secretary Kathleen Dickerson to address the approval of the minutes from the last Executive Board Meeting. Secretary Dickerson made **Motion 2022-06** to approve the minutes from the third quarter executive board meeting. Glenda Hayes seconded the motion. The motion passed without opposition.

2022 Election

President Collins explained the online voting process developed by 1st VP Collins and Director Ramirez.

November 1st: Email to all members announcing the election, presenting the slate of candidates and explaining that votes will be placed online only.
November 1st - 5th: Window to nominate other candidates from the floor.
November 12th: Email announcing the start of the online voting period, which will require member to login to the CLF website.

President Collins stated that the President's message in the newsletter would reiterate the new online voting process. In addition, the link for voting would be placed in the meeting slides and also in the Zoom chat. She noted that the Board previously approved the slate (motions 2022-04 and 2022-05 from the July Executive Board meeting) and the bios and pictures of the candidates have been sent to newsletter editor Pat Metcalfe.

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Programs

Director Nick Cimino, provided a written report and a calendar of scheduled programs in advance of the meeting.

The three remaining 2022 programs are:

Genealogy Face2Face: Discussion of Family History Month at the Clayton, November 03, 2022
CLF Annual Meeting: Courthouse Research by John Sellers, November 19, 2022
Genealogy Face2Face: Holiday Heirlooms and Their Stories, December 01, 2022

The CLF Program Committee met in October and compiled a program for the first quarter of 2023 which will be finalized by the incoming Director of Programs.

In addition, Director Cimino stated that Face2Face programs would be reduced to only one per month and additional programming would be designed to support Clayton Library's programming efforts.

President Collins requested an equipment check meeting for the CLF Annual Meeting with Director Cimino, Sue Kaufman, and the speaker John Sellers for 10:00 AM on Friday, November 18, 2022.

Treasurer's Report & Donations Workgroup Report

Treasurer Resa Hennings provided current financial statements and a report in advance of the meeting. She asked if anyone had questions on the financial statements. She also noted that the work on the 990 form is complete and would be filed next week.

Treasurer Hennings engaged the board in a discussion of an ongoing search for an attorney with specialized experience in 501(c)(3) organizations. She expressed that the search was to find someone that could answer occasional questions regarding 501(c)(3) regulations. The discussion prompted Treasurer Hennings to make **Motion 2022-07** to approve engaging a 501(c)(3) attorney with a budget allocation of \$2000. The motion passed without opposition.

Treasurer Hennings explained to the Board that the audit is required to contain a general statement regarding the risk of fraud within the organization. The Board should remain aware that fraud could happen in the CLF organization or any organization.

President Collins stated that CLF recently received a sizable unrestricted donation from a trust. It was a surprise to everyone on the Board. Pat Metcalfe and others have researched the donor and requested supporting documentation from the trust, should the CLF auditor require additional information regarding the deposit.

The Donations Workgroup has recognized that highly restricted donations can frequently be problematic. In many cases, even after exhaustive searches, there are simply no publications available for purchase that would satisfy the donor's restrictions. Treasurer Hennings has

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proposed and presented a change to the verbiage on the CLF website to categorize donations into one of the following three categories:

General Fund

Endowment Fund

Angel Program

At the end of the discussion Treasurer Hennings made **Motion 2022-08** to approve that going forward the CLF procedure for gift giving will fall into three categories: General Fund, Endowment Fund, Angel Program. The motion passed without opposition.

Clayton Library Update

Clayton Library Manager Susan Kaufman submitted a written report in advance of the meeting. Manager Kaufman stated that the rebranding of the Houston Public Library Special Collections units to History Research Centers is complete. The official names are:

The African American History Research Center at the Gregory School
The Family History Research Center at the Clayton Library Campus
The Houston History Research Center at the Julia Ideson Building

Ms. Kaufman noted staffing changes and job opportunities in the library. She also confirmed that the virtual beginning genealogy classes led by Paula Warren are set to premiere in March 2023. President Collins noted that the budget for the classes should be included in the 2023 CLF budgeting process.

Director Glenda Hayes asked Ms. Kaufman if there had been any further discussion on the idea of a CLF membership perk that would allow for special access to the library on the occasional Monday, when the library is normally closed to the public. Ms. Kaufman described potential opportunities, but stated further thought and discussion would be required before going forward with this idea.

Website

Director Fidel Ramirez provided a written report in advance of the meeting, which stated that the CLF website is up and running without issues. His report also mentioned Google Workspace, a product designed to provide a centralized online storage space (similar to Dropbox or Google Drive) and dedicated email accounts that do not forward to personal email accounts. Director Ramirez answered several questions from the Board regarding the new dedicated email accounts. He explained that removing personal email accounts from the equation would allow the email records of CLF business to be retained in Google Workspace for historical reference.

The Google product is offered to nonprofit organizations at a reduced rate. Director Ramirez hopes to work to acquire and configure the service over the next few weeks with a goal to bring it online by mid December.

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Director Ramirez also mentioned that Google offers a product called Google Meet, a competitor to Zoom. He indicated the functionality and ease of use may be very beneficial for CLF. Several board members had previous experience with the product and expressed interest in trying the Google Meet product for CLF business.

Membership

1st Vice President Jessica Collins provided a written report in advance of the meeting. As of October 27, 2022, there were 193 individual members and 63 joint members, for a total of 256 members. The fall membership drive will again promote membership renewal through a contest/giveaway. Anyone who joins CLF or renews their membership between November 1st and November 15th will be entered into a raffle for two playback passes to the Texas State Genealogical Society Family History Conference.

Pat Metcalfe reported that the last flash drive had been sold. After some discussion, President Collins summarized that the board is supportive of purchasing several types of promotional items for CLF and would appreciate Ms. Metcalfe's efforts to look into possible items and coordinate any purchase with Director Pace.

Publicity

Director Pace was not in attendance and there was nothing reported for this area.

Volunteers

Director Barbara Richards provided a written report in advance of the meeting, which identified eight new research requests, three from members and five from non-members. At least six of the requests have been completed.

The report also stated there were no new updates to the job description review project.

Ways and Means

2nd VP Mary Barrow was not in attendance. During the last three months, there was no new activity in this area. President Collins recognized VP Barrow's ideas for the Research Request program and the beginning genealogy classes that will begin in 2023.

Correspondence

Director Glenda Hayes provided a written report of correspondence received and sent during the past three months. There was no additional discussion.

Acquisitions

Director Lori Fortner provided a written report prior to the meeting. She continues to work with library staff to place orders for acquisitions. She noted that CLF has received non-profit status from suppliers Lulu.com, [amazon.com](https://www.amazon.com) and Abebooks.com. There was no additional discussion.

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Old Business

All old business was covered under other areas.

President Collins expressed her gratitude to the Board for their support during the three years she served as CLF president. The Board returned the sentiment and expressed their thanks for her strong leadership.

President Collins reminded everyone to register for the November quarterly meeting and to cast a vote in the election for new board members. The meeting adjourned at 11:54 AM.

Motions:

Motion	Month	Subject	By	Second	Approved
2022-06	October	To approve the minutes from the third quarter executive board meeting	Kathleen Dickerson	Glenda Hayes	Yes
2022-07	October	To approve engaging a 501(c) (3) attorney with a budget allocation of \$2000.	Resa Hennings	Barbara Richards	Yes
2022-08	October	To approve that going forward the CLF procedure for gift giving will fall into three categories: General Fund, Endowment Fund, Angel Program.	Resa Hennings	Barbara Richards	Yes

Signed:

Kathleen A. Dickerson

Kathleen Dickerson, Secretary

Lynda Collins

Lynda Collins, President



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Jan 13, 2023 21:53:47 UTC

Activity

 Kathleen A Dickerson IP: 108.212.127.131	created the document	Jan 13, 2023 21:54:53 UTC
 Kathleen A Dickerson	sent the document to lynbcol@gmail.com and usxhkad1976@gmail.com	Jan 13, 2023 21:59:58 UTC
 Lynda Collins IP: 99.116.9.202	first viewed document	Jan 13, 2023 22:01:09 UTC
 Lynda Collins IP: 99.116.9.202	signed the document	Jan 13, 2023 22:03:17 UTC
 Kathleen A Dickerson IP: 108.212.127.131	first viewed document	Jan 13, 2023 22:05:31 UTC
 Kathleen A Dickerson IP: 108.212.127.131	signed the document	Jan 13, 2023 22:06:58 UTC