

**CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 29, 2022
Virtual Meeting Via Zoom**

Minutes

Board Members Present:

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

Board Members Absent:

Guests:

**Benoit, Chelsea
Hollis, Mary
Kaufman, Sue
Kent, Angela
Metcalf, Pat
Zimmer, Morgann**

The Clayton Library Friends (CLF) Executive Board meeting was called to order by President Lynda Collins at 10:03 AM. A quorum was established.

President Collins welcomed everyone to the meeting, including all of the guests that had joined the virtual meeting. She also extended a special welcome to Lori Fortner, the new 2022-2023 CLF Director of Acquisitions.

After each of the CLF board members introduced themselves to the guests, the two CLF members in attendance, Mary Hollis and Pat Metcalfe, also introduced themselves to the group.

President Collins advised the audience that the meeting agenda would be changed to allow Treasurer Resa Hennings and the guests from Goodman Financial to speak first. President Collins gave the floor to Treasurer Hennings.

Treasurer's Report

Treasurer Hennings welcomed Morgann Zimmer and Chelsea Benoit, members of the Goodman Financial team that manages the CLF investment account. She asked them to briefly

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 29, 2022
Virtual Meeting Via Zoom

Minutes

introduce themselves to the virtual audience before starting their presentation. Both remarked that they were happy to meet with the board for the first time. Ms. Zimmer and Ms. Benoit are both Certified Financial Planners and have been working at Goodman Financial for 5 years and 7.5 years, respectively.

Morgann Zimmer began the financial overview by displaying the CLF investment portfolio value and asset allocation as of January 21, 2022. The portfolio was valued at approximately \$1,415,000, allocated as follows:

Fixed Income (58%) \$828,000

Equities (41%) \$577,000

Cash (1%) \$ 11,000

The asset allocation remains well within the investment policy target allocation.

Ms. Zimmer advised the group that 2022 has been quite volatile; resulting in a negative 1.5 % return, but the portfolio had outperformed the benchmarks by 2%. She continued by noting that the return for 2021 was 10.8% (a gain of approximately \$140,000), the return for the last three years was 8.3% (a gain of approximately \$304,000) and since inception in 2004, the return was 4.4% (a gain of almost \$800,000). Ms. Zimmer continued the presentation highlighting returns by asset allocation, followed by a display of equities by market capitalization and sector, plus a display of fixed income holdings by maturity and bond ratings. She remarked that the portfolio was well diversified.

Ms. Zimmer continued the presentation with a display of the donations to CLF from Goodman Financial noting the \$3,450 donation for 2021 and the \$48,725 cumulative donation since the beginning of relationship between Goodman and CLF. She also mentioned that the pandemic did have an impact on bonds and the portfolio was put in a more defensive position anticipating increased inflation and an increase in federal interest rates. Ms. Zimmer addressed a few questions from the board regarding inflation and fixed income bond holdings.

President Collins thanked the Goodman Financial representatives for the presentation and their work on the CLF portfolio. Treasurer Hennings also expressed appreciation for their contributions to the portfolio and the CLF organization.

Ms. Zimmer and Ms. Benoit left the meeting.

Treasurer Hennings provided current financial statements, the budget for fiscal year 2022 and a report in advance of the meeting. She asked if anyone had questions on the financial statements. There were none and she continued by asking if everyone was satisfied with the proposed budget figures. Treasurer Hennings made **Motion 2022-01** to approve the proposed budget for fiscal year 2022. VP Collins seconded the motion. The motion passed without opposition.

**CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 29, 2022
Virtual Meeting Via Zoom**

Minutes

President Collins noted that Angela Kent had joined the virtual meeting. She welcomed Ms. Kent who was happy to be included in the meeting.

Approval of Meeting Minutes

Secretary Dickerson noted that minutes had been distributed for the October 23, 2021 Executive Board meeting and also for the August 2021 and November 2021 General Meetings. She asked if there were any additions or corrections to the minutes distributed. Director Cimino made **Motion 2022-02** to approve the October 23, 2021 Executive Board meeting minutes. Director Hayes seconded the motion. The motion passed without opposition.

Programs

Director Nick Cimino provided a written report and a calendar of scheduled programs in advance of the meeting. He stated that programs were shaping up well for the year but noted that planning for the General Meetings should probably take place three to six months in advance. Director Hayes, a member of the programs committee, noted that the program planning document is only for planning purposes and could change frequently, as much as two or three times a month.

Director Cimino noted that the speaker for the February General Meeting will be Sheena Wilson, the Assistant Manager and Lead Archivist at the Gregory School. Director Cimino will schedule an equipment check meeting for February 18, 2022 to include President Collins, Sue Kaufman, and speaker Sheena Wilson. Sue Kaufman mentioned that she will need information for any slides needed for the February presentation prior to the equipment check meeting.

Membership

1st Vice President Jessica Collins provided a written report in advance of the meeting. She noted that the current membership is at about the same level as this time last year. She also noted that 28% of membership renewed during the November membership drive. The prize winners in the membership contest were David Swenson and Vivian Morgan.

Ways and Means

2nd Vice President Mary Barrow provided a written report in advance of the meeting. She reported that Director Richards had created a number of documents for the Research Request Program. Additionally, Mary Hollis, Director Pace and Director Hayes had made numerous contributions as they worked through the research request process.

President Collins explained to the group that the Research Request Program will offer through the CLF website a genealogy research service to the public using the resources of Clayton Library. Three hours of research will cost \$50 for non-members and \$35 for active CLF members.

**CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 29, 2022
Virtual Meeting Via Zoom**

Minutes

2nd VP Barrow made **Motion 2022-03** to move forward with the Research Request Program and allow the committee to post an ad in the CLF newsletter requesting research volunteers. Treasurer Hennings seconded the motion. The motion passed without opposition.

Clayton Library Update

Manager Susan Kaufman provided a written report in advance of the meeting. She noted that the new acquisition process is now in place and going well. She also noted that the beginning genealogy classes to be taught by Paula Stuart Warren will begin in September 2022.

Website

Director Fidel Ramirez provided a written report in advance of the meeting. There was no additional discussion however Director Cimino complimented Director Ramirez on how well the information on the CLF website is maintained and his rapid response to requests. Many other board members expressed their appreciation for his work ethic and contributions to CLF.

Correspondence

Director Glenda Hayes provided a written report in advance of the meeting. There was no additional discussion.

Publicity

Director Randy Pace provided a written report in advance of the meeting. He noted that he is still working on his job description and struggling with how to include some of the social media programs like Twitter and Instagram.

Director Pace requested that all communications to be sent out to the general public from CLF (e.g., CLF newsletter, Facebook, website and/or direct mail) be reviewed by Publicity before distribution. He would like the additional review to improve consistency and completeness before publication.

1st VP Collins asked Director Pace if he wants to review all Face2Face communication emails before being sent out to registrants. After some discussion, the group agreed to discuss the Face2Face emails in a subsequent meeting.

Director Pace mentioned an idea to sell a CLF membership pin to generate publicity for the organization. He also encouraged the group to add CLF Facebook postings to personal Facebook pages. In addition, making comments to promote Clayton Library or CLF in chat sessions during genealogy related Zoom meetings for other organizations could help promote the library.

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 29, 2022
Virtual Meeting Via Zoom

Minutes

Volunteers

There was no activity in this area.

Acquisitions

Director Fortner asked the group about posting a listing of new acquisitions. Director Ramirez explained that he posts a listing on the website quarterly and he would be happy to continue to do so.

Old Business

NGS - VP Collins attended her second delegate meeting in November, which included a discussion of virtual and hybrid meetings. She kept notes and a list of resources that might prove helpful if CLF chooses to try hybrid meetings again.

Another big topic at NGS was the upcoming May NGS conference. VP Collins discussed this topic with John Dorroh and they think it is prudent for CLF to be an exhibitor but not a sponsor, as it does not appear that they will publish a printed conference program with the full page add CLF normally purchased with the sponsorship.

Sue Kaufman explained what she had heard about the conference and at this time, she has not committed to attending the event. She is not certain that there is a good return on investment for CLF. Pat Metcalfe and John Dorroh are still considering attending, but they are waiting for NGS to finalize their plans for the conference. The final deadline for reserving an exhibit booth is April 1, 2022. The cost, as in previous years, is \$300. VP Collins agreed to take the lead for reserving the exhibit booth as the deadline nears. President Collins remarked that VP Collins has the support of both the board and the budget if she makes the decision to attend the conference.

Sue Kaufman mentioned that it may also be worth considering the Southern California Jamboree for Genealogy to be held August 2022.

Director Pace asked VP Collins to provide information about her NGS delegate role for publication in the newsletter.

Job Descriptions Review Update – Director Richards indicated there was nothing new to report and it should be added to the agenda for the next board meeting.

Flow Chart of Donations – Director Richards indicated there was nothing new to report and it should be added to the agenda for the next board meeting.

**CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 29, 2022
Virtual Meeting Via Zoom**

Minutes

Newsletter Deadline – Pat Metcalfe stated that the deadline for the newsletter submissions is January 31, 2022.

Other Business

Director Cimino has repeatedly tried to contact Terri Flack to confirm her as speaker for the May General Meeting; unfortunately she has declined. He will meet with the program committee to find another speaker for May 2022.

The meeting adjourned at 11:52 AM.

Motions:

Motion	Month	Subject	By	Second	Approved
2022-01	January	Approve the proposed budget for fiscal year 2022	Resa Hennings	Jessica Collins	Yes
2022-02	January	Approve the October 23, 2021 Executive Board meeting minutes	Nick Cimino	Glenda Hayes	Yes
2022-03	January	Move forward with the Research Request Program and allow the committee to post an ad in the CLF newsletter requesting research volunteers.	Mary Barrow	Resa Hennings	Yes

Signed:

Kathleen A Dickerson

Kathleen Dickerson, Secretary

Lynda Collins

Lynda Collins, President



Completed Document Audit Report
Completed with SignWell.com

Title: CLF Board_Meeting_Minutes_20220129

Document ID: 9322f07a-ff4f-4eb7-a7cb-328098e7eb41

Files

CLF Board_Meeting_Minutes_20220129.docx

Apr 30, 2022 11:36:23 UTC

Activity

 Kathleen A Dickerson IP: 108.212.127.131	created the document	Apr 30, 2022 11:36:50 UTC
 Kathleen A Dickerson IP: 108.212.127.131	signed the document	Apr 30, 2022 11:38:48 UTC
 Kathleen A Dickerson IP: 108.212.127.131	sent the document to collins.lynda@att.net and usxhkad1976@gmail.com	Apr 30, 2022 11:38:59 UTC
 Lynda Collins IP: 99.116.9.202	first viewed the document	Apr 30, 2022 12:02:52 UTC
 Lynda Collins	signed the document	Apr 30, 2022 12:03:29 UTC