

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 30, 2022
Clayton House

Minutes

4Board Members Present:

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

Board Members Absent:

Barrow, Mary
Cimino, Nick
Pace, Randy

Guests:

Kaufman, Sue
Kent, Angela
Metcalf, 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.

President Collins welcomed Angela Kent to the meeting. Ms. Kent spoke to the Board and reminded the group of her responsibilities as head of Houston Public Library (HPL) Special Collections, including Clayton Library, the African American History Research center and the Houston Metropolitan Research Center (HMRC). She indicated that she would always try to attend the CLF Board meetings to be available to answer questions or give any related HPL updates.

Approval of Meeting Minutes

President Collins asked Secretary Kathleen Dickerson to address the status of the minutes from the last Executive Board Meeting. Secretary Dickerson stated that the minutes from the meeting were approved by the Board and electronically signed using Signwell, an electronic signature tool. She also remarked that she had not yet posted the signed document to the website.

Treasurer's Report

Treasurer Resa Hennings provided a report in advance of the meeting. She indicated that financial statements for the first quarter of 2022 would be distributed to the Board in the

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 30, 2022
Clayton House

Minutes

following week. She also stated that she had met with Auditor Stephanie Tipton and provided all of the CLF financial records needed for the preparation of the 2021 audit.

Nominations Committee

President Collins began a discussion to select a board member to serve on the 2022 nominations committee as required by the CLF bylaws. She reminded the group that the requirement is for a board member to serve on the committee, but not necessarily chair the committee. President Collins continued to address the topic and noted changes instituted during the COVID pandemic when it was not possible to meet in person. She also remarked that a committee would be established to develop an elections process that would work within the bylaws and the global pandemic world. She emphasized that the development of the elections process would not be the responsibility of the nominations committee. After additional discussion, Treasurer Hennings volunteered to be the Board member serving on and establishing the CLF 2022 nominations committee.

Nominations Committee – Election Process

President Collins refocused the discussion to the annual CLF election process. She summarized what CLF had done in years prior to the pandemic, from the formation of the nominating committee to the voice vote held during the November general meeting of the membership. She remarked that it was very apparent in discussions with Director Ramirez and 1st VP Collins that the elections process needed to be updated to:

- Decouple voting from in-person meetings to allow virtual meetings
- Provide more time to allow more members the opportunity to vote
- Allow members to be better informed by providing the opportunity to review nominations and bylaw changes long before the meeting date

President Collins continued the discussion of the elections process detailing a number of proposed changes as follows:

1. Consider Board resolution to temporarily bypass bylaw rules to test a more modern election process for the annual meeting in November 2022.
2. Announce slate from Nominations Committee one month in advance of the Annual meeting via email to members.
3. Allow “nominations from the floor” via email for a limited period of time to replace nominations from the floor on the day of the annual meeting
4. Open voting via Wild Apricot two weeks before the annual meeting.
5. Print slate in Newsletter
6. Ask any members attending the annual meeting who have not yet voted to sign in to Wild Apricot and vote before the end of the meeting
7. Announce results at end of the meeting

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 30, 2022
Clayton House

Minutes

8. Send email with results to members

President Collins identified the following additional considerations:

- Explore other organizations' evolution of their voting processes since going digital
- Draft proposed bylaw changes
- Address elections process for hybrid meetings in the future

Pat Metcalfe made **Motion 2022-3.5**: The current Bylaws Article VII – Sections 7.4 and 7.5 were written before COVID, and we had never had virtual meetings. No provision is included in the current Bylaws for on-line voting or handling of nominations from the floor when we are virtual. Therefore, the CLF Executive Board has decided to develop a procedure that applies to the current (and ongoing) situation of having meetings virtually and/or hybrid. The November CLF election will test this new procedure and from the resulting experience the CLF Board will submit an amendment to be added to future Bylaws for additional ways of conducting the CLF Annual elections. Director Barbara Richards seconded the motion. The motion passed without opposition.

After the motion passed, President Collins asked both Director Ramirez and 1st Vice President Collins to continue to work on developing a procedure to hold the 2022 November election virtually. Both accepted the responsibility.

Programs

In the absence of Director Nick Cimino, President Collins spoke to the effectiveness of the Program Committee. In addition, she discussed the upcoming program for the May General Meeting featuring Jean Wilcox Hibben's presentation titled "Who is That?". President Collins also mentioned that the following activities would need to be addressed before the General Meeting on May 21, 2022:

- Treasurer Hennings would need to advise the meeting attendees that CLF is looking for four members to serve on the nominating committee.
- The newsletter should include an article about the search for nominating committee members.
- Slides need to be prepared for the meeting and given to Ms. Kaufman several days in advance of the meeting.
- A technical representative from the library staff will need to be available. Ms. Kaufman indicated she will be available.
- An equipment check meeting should be scheduled for May 20, 2022.

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 30, 2022
Clayton House

Minutes

Volunteers (and Old Business)

Director Barbara Richards provided a written status report in advance of the meeting. She addressed the Research Request Project and the project to document position descriptions and procedures.

CLF Research Request Project

- Sixteen Clayton Library Friends members volunteered to perform client research requests. A Zoom meeting was held with many of the volunteers to explain the process and documents.
- March 17, the Research Request program officially launched on the CLF website.
- In April a new member purchased research. We are still working out the detail of the research request form which needs to be completed by the client after the purchase.
- Kristin Dennis volunteered as a researcher and to assist as backup for the project.
- We are still in the “soft sell” of the project. Randy posts on Facebook. Additional publicizing of the project will be pursued.

Job Description Review update

- Procedures for 2nd Vice President, Treasurer need to be written
- Job Description for Director of Acquisitions needs to be written
- Job Description and procedures need to be written for the Director of Publicity and Public Relations.
- I need to review all to identify which position job description and procedure need to be modified so that the job descriptions may be published on the public side of the CLF website.

Director Richards also indicated she would be scheduling a meeting to further discuss the documentation of the Donations Process.

Membership

1st Vice President Jessica Collins provided a written report in advance of the meeting. As of April 27, 2022 there were 234 members, slightly ahead of the membership level for the same time period in 2021. VP Collins remarked that the special members only 1950 Census party on Zoom brought in six new members and challenged the Board to think of other members only events for the future.

Ways and Means

There was no activity in this area.

**CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 30, 2022
Clayton House**

Minutes

Clayton Library Update

Manager Susan Kaufman submitted a written report in advance of the meeting.

Library operations (Sue Kaufman reporting)

- Meeting room in the main library is available for booking through online booking.
- Carriage House is not open. No information from HPL Spaces as to when that will occur.
- Volunteers are projected to be implemented Fall of 2022. HPL Volunteer Services is going through a major overhaul.
- Clayton Library Presents, the library virtual programming averages 350 registrations each month. We will continue to offer these virtual programs. In FY 23 beginning 1 July 2022, CLA will offer each quarter an in person program. Library orientations will also resume quarterly, one Saturday and one Thursday evening.

Beginning Genealogy Workshop

- Sue has a contract from Paula Warren and is reviewing it. Will present the contract to the CLF Board by 15 May 2022 after fine tuning it with Paula. Program dates are September 2022

Collection Development 2022 – CLA to CLF (Melissa Hayes reporting)

- End of 2021 acquisitions list was split between December 2021 and January 2022. It contained 165 titles and projected expended cost: \$ 5,513,10
- February 2022 contained 45 Titles. Projected expended costs \$2,405.79
- March 2022 contained 58 Titles and projected expended costs \$ 1,348.90.
- March list is being reported as delayed. CLA sent March list last week in March to CLF.
- Projected list for April/ May will be send to approvers on the 20 MAY, sending date to Lori by 25th prior to the Holiday. April / May list is combined to allow for March list catch-up

Staff activities

- Irene Walters has been very busy providing outreach presentations via zoom and in person. She has done nearly 15 this year alone.
- Sue Kaufman also has been providing outreach presentations via zoom and in person. She just returned from the Texas Library Association conference where she presented with FamilySearch 3 sessions.
- Joy Oria has been active also in presenting. She specializes in Hispanic / Mexico records, and recently presented for the virtual “We are Cousins” conference that included many nationally recognized lectures.
- Joy also is responsible for the fantastic CLA Clayton Library Presents programming series.

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 30, 2022
Clayton House

Minutes

Website

Director Fidel Ramirez provided a written report in advance of the meeting.

Website Updates

- The Clayton Library Friends website (on Wild Apricot) is up and running without issues.
- The Events page has been updated to include the information for the April 30th board meeting, the May 21st general meeting and multiple Face2Face meetings. In addition, meeting events were added for the CLF partners: Clayton Library, WHAGS, and AAHGS
- The Wild Apricot online store function has been configured and activated to sell Research Requests. The single item is priced at \$50 for non-members and \$35 for CLF members.

YouTube

Four new Genealogy Face2Face recordings have been added to the YouTube channel. The most popular F2F video is "Why You Need a Library Card" from January. The channel now has 41 subscribers out of the 100 needed to obtain a custom URL (e.g., youtube.com/clf)

Correspondence

Director Glenda Hayes provided a written report of correspondence received and sent from January 22 through April 26, 2022. She sent out 36 pieces of correspondence, including thank you notes, acknowledgments of in memory or in honor donations, and sympathy cards.

Publicity

There was no activity in this area.

Acquisitions

Director Fortner first thanked both Manager Susan Kaufman and Melissa Hayes for being easy to work with and very helpful as she continues to learn more about her CLF position.

Director Fortner stated there are a lot of materials in the United States that are not often used by genealogists because they are written in another language or in an old German script. She proposed that we think about using the donation restricted to Polish materials to hire a translator to convert selected materials to English. The idea generated discussion with Manager Kaufman who suggested we first look to see if any of the materials purchased with the restricted gift are in Polish. The Board agreed it was a worthwhile idea to pursue.

**CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 30, 2022
Clayton House**

Minutes

Old Business

NGS

1st VP Collins spoke about her upcoming trip to the National Genealogical Society conference in Sacramento, CA. She is excited to be attending as a delegate for CLF and has been selected to join a focus group on the future of genealogy.

Newsletter Deadline

Pat Metcalfe advised that the deadline for the newsletter submissions is May 3, 2022.

The meeting adjourned at 11:57 AM.

**CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 30, 2022
Clayton House**

Minutes

Motions:

Motion	Month	Subject	By	Second	Approved
2022-3.5	April	The current Bylaws Article VII – Sections 7.4 and 7.5 were written before COVID, and we had never had virtual meetings. No provision is included in the current Bylaws for on-line voting or handling of nominations from the floor when we are virtual. Therefore, the CLF Executive Board has decided to develop a procedure that applies to the current (and ongoing) situation of having meetings virtually and/or hybrid. The November CLF election will test this new procedure and from the resulting experience the CLF Board will submit an amendment to be added to future Bylaws for additional ways of conducting the CLF Annual elections.	Pat Metcalfe	Barbara Richards	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_20220430

Document ID: fae05744-4e38-4b38-8c63-ec62a04fc43f

Time Zone: (GMT+00:00) Coordinated Universal Time

Files

CLF Board_Meeting_Minutes_20220430.docx

Feb 01, 2023 17:08:27 UTC

Activity

 Kathleen A Dickerson IP: 108.212.127.131	created the document	Feb 01, 2023 17:10:22 UTC
 Kathleen A Dickerson	sent the document to lynbcol@gmail.com and usxhkad1976@gmail.com	Feb 01, 2023 17:17:09 UTC
 Kathleen A Dickerson IP: 108.212.127.131	first viewed document	Feb 01, 2023 17:18:53 UTC
 Kathleen A Dickerson IP: 108.212.127.131	signed the document	Feb 01, 2023 17:19:22 UTC
 Lynda Collins IP: 99.116.9.202	first viewed document	Feb 01, 2023 17:27:37 UTC
 Lynda Collins IP: 99.116.9.202	signed the document	Feb 01, 2023 17:28:08 UTC