

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

Minutes

Board Members Present:

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

Board Members Absent:

Cimino, Nick
Pace, Randy

Guests:

Hollis, Mary
Kaufman, Sue
Kent, Angela
Metcalfe, Pat

The Clayton Library Friends (CLF) Executive Board meeting was called to order by President Lynda Collins at 10:02 AM. A quorum was established.

Approval of Meeting Minutes

President Collins welcomed everyone to the meeting and asked Secretary Kathleen Dickerson to address the status of the minutes from the last Executive Board Meeting. Secretary Dickerson stated that she had not completed said minutes and would be sending them out for review on Monday and will oversee the approval of the minutes via the email voting process.

Nominations

President Collins recognized Mary Hollis, the Chair of the Nominations Committee. Mary addressed the board and distributed a written copy of the slate of candidates for the open Executive Board positions, complete with bios:

President – Jessica Collins
1st Vice President, Membership – Mary Hollis
2nd Vice President, Ways and Means – Mazella Boulden
Director, Programs – Carol Pena
Director, Volunteers and Hospitality – Kristen Dennis

CLAYTON LIBRARY FRIENDS
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Clayton House

Minutes

Secretary – Susan Hoover

Ms. Hollis invited the Board members to take a few minutes to review the slate of nominees and make comments before voting to approve the slate for the 2022 fall election of Executive Board members. After review, Ms. Hollis remarked that she recently experienced difficulty in communicating with Susan Hoover and she may no longer be interested in the position. Clayton Library Manager Susan Kaufman offered to immediately send Ms. Hoover an email to verify her desire to join the Board.

Director Hayes made **Motion 2022-04** to accept the slate of nominees presented by the nominating committee with the exception of Susan Hoover for the position of Secretary. Director Richards seconded the motion. The motion passed without opposition.

Ms. Hollis stated that she would communicate with the Board as soon as she receives a definitive response from Susan Hoover.

President Collins began discussion on the next agenda item, Election Process. She noted that the Elections Process Committee, consisting of President Collins, 1st VP Collins, and Director Ramirez had been working on the development of an election process for online and/or hybrid voting. The committee recognized from recent elections or the recent voting process to change bylaws that the CLF Bylaws did not adequately address the ability or the need to vote digitally. They aimed to develop a test process to use for the 2022 nominating process and subsequent election.

1st VP Collins distributed a document titled *Election Process for Online/Hybrid Voting* to the Board, prior to the meeting. She used the document to review the thought process and the output of the committee, highlighting process changes, including new provisions for members to nominate additional candidates prior to the day of the vote and the need to verify eligibility and willingness of a candidate to serve on the board. The document also addressed a possible change to the calculation of a quorum required for voting. The committee stressed the need to allow for flexibility to future changes to the election/voting process by reducing the specificity of time lines and technologies used in the processes. President Collins also remarked that she would notify the membership through her 3rd quarter newsletter article that process changes would be employed for the 2022 election. No one on the Board had problems with the proposals but advised that additional changes could be required after the process unfolds this fall.

Manager Kaufman received an email reply from Ms. Hoover who did verify she was still interested in serving as the Board Secretary.

Director Hayes made **Motion 2022-05** to accept Susan Hoover as the nominee for Secretary based on the report from the nominating committee. Director Richards seconded the motion. The motion passed without opposition.

Programs

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

Minutes

Director Nick Cimino, who was unable to attend the meeting, provided a written report and a calendar of scheduled programs in advance of the meeting.

President Collins remarked that the Program Committee is a great example of a committee that has worked extremely well to facilitate the committee's work effort, take the pressure off a single individual and increase participation from the CLF membership. She also remarked that the August 2022 meeting would not include any business activities for the membership to consider. In addition, the speaker for the meeting is Manager Kaufman and there would be no need to conduct an equipment check meeting prior to the August meeting. Manager Kaufman indicated that after her presentation, she would be happy to entertain questions from the chat or the live audience. Director Ramirez suggested that when the meeting is publicized on the web, through social media and through email, we can encourage the membership to submit questions about Clayton Library in advance of the general meeting. Director Ramirez agreed to collect any questions submitted by the membership to info@claytonlibraryfriends.org and distribute to Director Cimino and Manager Kaufman.

HPL Update

Angela Kent, Head of Special Collections for Houston Public Library (HPL) spoke about the ongoing renaming and rebranding of the Special Collections units. HPL has engaged a new communications director to take on the large task of rebranding the facilities. Ms. Kent will continue to keep CLF apprised of activities relating to the Family Research Center at the Clayton Library Campus.

Treasurer's 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 she expects the second draft of the audit from Tipton and Associates to be completed soon. She also mentioned that the other income of \$4,536 in the financial statement was a result of the hard work Pat Metcalfe had done with the Donated-Duplicate Book Program.

Clayton Library Update

Manager Susan Kaufman submitted a written report in advance of the meeting. Ms. Kaufman answered several questions regarding the acquisitions process.

Membership

1st Vice President Jessica Collins provided a written report in advance of the meeting. As of July 25, 2022 there were 246 members, slightly ahead of the membership level for the same time period in 2021.

Publicity

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

Minutes

Director Randy Pace provided a written report in advance of the meeting. In his absence, President Collins addressed Director Pace's comments and questions about sponsoring the Texas State Genealogical Society Conference this year. After discussion of the benefits derived from sponsorship, the board agreed to continue to sponsor the virtual conference at the \$500 level.

Volunteers

Director Barbara Richards provided a written report in advance of the meeting, which included status of the Research Request project as well as the documentation of position descriptions and procedures.

President Collins asked Director Ramirez about the feasibility of website changes to differentiate between volunteering for the library and volunteering to help CLF. Director Ramirez indicated that there should not be any problem with making the requested changes.

Ways and Means

There was no activity in this area.

Website

Director Fidel Ramirez provided a written report in advance of the meeting. He indicated that the CLF website is running without issues and the CLF YouTube channel has 45 of the 100 subscribers needed to obtain a custom URL.

Correspondence

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

Acquisitions

There was no activity in this area to discuss.

CLF Google Drive

President Collins began a discussion on developing a Google Drive to store CLF business documents. She stated that the organization definitely has a need to store documents in a shared space that the Board can subsequently access for update and/or review. She also noted that Kristen Dennis set up Google Drive to facilitate the CLF Research Request process.

Manager Kaufman advised the Board to define and document the setup of the Google Drive file structure to avoid having to reorganize the file structure in the future.

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

Minutes

Pat Metcalfe asked if there was a cost and a capacity limit.

Director Ramirez stated that there is a free version of Google Drive with a capacity limit. He also explained that Google Drive is tied to a single Google account which subsequently shares the drive to other people. Director Ramirez advised that a free Google Drive is not backed up and if the password to the Google account is lost or if the account is deleted, Google accepts no responsibility for restoring access or content to the Google Drive. The paid version of Google Drive is backed up.

Director Ramirez explained that Google Drive is much more than a file sharing tool. It is like Microsoft Office tools plus file sharing.

1st VP Collins raised a discussion about using CLF domain emails rather than the current practice of forwarding emails to the personal email address of the board member(s).

Director Ramirez indicated he would create a proposal if the Board was ready to move away from using personal email accounts for CLF business. He advised there would be an ongoing cost.

Director Fortner raised a discussion about establishing an Amazon Prime account to be used for acquisitions and how it might be connected to a CLF domain email account for the Director of Acquisitions.

Manager Kaufman advised the Board to consider who might manage the collaborative workspace. Director Ramirez advised that the project would take some time, it would be worth doing, but some tasks must be managed by a person familiar with that type of information technology. He did not consider ongoing maintenance to be a serious problem.

President Collins asked Director Ramirez to propose a path forward for a collaborative workspace. Director Ramirez agreed to create plans for using Google or using Microsoft, the only two players that can currently address all the requirements discussed by the Board.

Old Business

Job Descriptions Review Update (from report submitted by Director Richards)

- Director of Volunteers and Hospitality job description, procedures and suggested website changes were worked on.
- Procedures for 2nd Vice President and Treasurer need to be written
- Job Description and procedures need to be written for the Director of Publicity and Public Relations.

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

Minutes

- 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.

Donations Workgroup Report – President Collins summarized the donation process workgroup at a high level, including the history of the CLF database. She noted that the group met with both auditor Stephanie Tipton and tax accountant Su Wah who agreed to provide suggestions to CLF for simplifying administration and monitoring of the donations process.

President Collins advised that Secretary Dickerson is working to reconcile restricted gift records in the database with expenditures that may not have been properly tagged with expenditures. The reconciliation will clean up the database and help to enable the tracking and reporting of restricted gifts within QuickBooks.

President Collins advised that the group is working to simplify the options for donations on the website to attempt to reduce the number of cases where it is not feasible to fill the requested restrictions. She noted that CLF will need to reach out to donors who have made contributions that have restrictions that cannot be filled. President Collins will reach out to former Director John Dorroh to see if he has already discussed the problematic situations with any of the past donors. In addition, she noted that the group also hopes to simplify the tracking of the Angel Program donation process. The goal is to complete the project by 12/31/2022.

Newsletter Deadline – Pat Metcalfe advised that the deadline for the newsletter submissions is August 4, 2022.

Other Business

1st VP Collins submitted a report of her trip to the NGS conference prior to the Board meeting. She discussed highlights of her experience with the Board.

President Collins reminded everyone to register for the August 20, 2022 quarterly meeting, which begins at 10:30 AM.

The meeting adjourned at 11:59 AM.

**CLAYTON LIBRARY FRIENDS
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Motions:

Motion	Month	Subject	By	Second	Approved
2022-04	July	Accept the slate of nominees presented by the nominating committee with the exception of Susan Hoover for the position of Secretary	Glenda Hayes	Barbara Richards	Yes
2022-05	July	Accept Susan Hoover as the nominee for Secretary based on the report from the nominating committee	Glenda Hayes	Barbara Richards	Yes

Signed:

Kathleen A Dickerson

Kathleen Dickerson, Secretary

Lynda Collins

Lynda Collins, President



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Files

CLF Board_Meeting_Minutes_20220730.docx

Jan 30, 2023 20:36:37 UTC

Activity

 Kathleen A Dickerson IP: 108.212.127.131	created the document	Jan 30, 2023 20:37:23 UTC
 Kathleen A Dickerson	signed the document	Jan 30, 2023 20:40:58 UTC
 Kathleen A Dickerson	re-sent the document to lynbcol@gmail.com and usxhkad1976@gmail.com	Jan 30, 2023 20:40:58 UTC
 Lynda Collins IP: 99.116.9.202	first viewed document	Jan 30, 2023 22:17:22 UTC
 Lynda Collins IP: 99.116.9.202	signed the document	Jan 30, 2023 22:24:27 UTC