



JUNE 1989

# CLF NEWSLETTER

Vol. 3

Published Bi Monthly by Clayton Library Friends

No. 3

Several items of important business were presented and voted upon at the Executive Board meeting held on June 10. Patrick L. Durio, CPA gave his audit report and recommendations for future accounting procedures. The Board voted to accept the audit. From the balance in the Houston Endowment Fund (limited to equipment and furnishings) the Board authorized Clayton Library to purchase several items. These include a Fax machine, a lectern which matches library furniture for sign-in/registration, an uninterrupted power supply for the LAN, and four parking sprees to protect shrubbery. Norman Crook, coordinator of the Bylaws Committee, presented amendments to the bylaws. These were endorsed and will be voted upon at the July 8 meeting of the membership. A full explanation and wording of the changes are given in Norman's report included in the Newsletter.

You will be pleased to read Hank Meredith's report this month which tells of the \$2,778 which CLF forwarded to Clayton Library. Much of this has been earmarked for helping to complete the 1900/1910 census and soundex.

It is hoped that all you loyal CLF members will make every effort to attend the three events scheduled (see box) between June 25 and July 8—namely, the ORGAN RECITAL, John Kirtley's SOLICITORS TRAINING MEETING on June 28 (see John's report in the Newsletter for details), and the Saturday, July 8 GENERAL MEETING, when Maxine Alcorn will speak on "KNOW YOUR LIBRARY." **Ilyne Olson, Editor**

**FROM GINNY TONEY — PRESIDENT**

The slide show that was produced by Clayton Library Friends in 1987 to alert people to the coming of a big, new, beautiful library building for Clayton Library, Center for Genealogical Research, has now been updated. "CLAYTON LIBRARY, PAST, PRESENT AND FUTURE" includes a history of the genealogical collection from its beginnings to the present time, with shots of the new building, both inside and out, the spaciousness, the new equipment and the accessibility to the materials are all illustrated. In addition, the projects that the volunteers of Clayton Library Friends have

been working on and will continue to work on are pointed out. It is hoped that viewers will be encouraged to contribute both time and money to the Friends for the continuing progress of the Library and these projects. The show runs about 20 minutes plus time for a question and answer period. It was well received when it was shown in March to the local chapter of the Society of New England Women. Any other group that would like to include it in their program plans should contact Harry or Avis Brister (681-6456) whose volunteer efforts can't be praised enough.

The Friends for Foreign Acquisition committee composed of Leah Auricchio, Chairman, Rosalba Aulenbacher, Heidi B. Good, Elizabeth Kennedy, and Cathleen Shoemaker held their first meeting on June 10. If you would like to work with them on their objective to expand and develop Clayton's foreign collection, contact Leah Auricchio (984-2211). They will meet again in August and they welcome your ideas and suggestions.

I am very pleased with our progress this year. Many ideas for our continued growth are being developed. Our members have responded to our appeals for help which will secure that growth.

Our appreciation to Patrick Durio, CPA for the 30

**4:00 p.m. - Sunday, June 25**

**Organ Recital**

**Faith Lutheran Church 4600 Bellaire Blvd.**

**6:30 P.M. - WEDNESDAY, JUNE 28**

**SOLICITORS' TRAINING CLASS**

**Clayton Guest House**

**9:30 A.M. - SATURDAY, JULY 8**

**Bi-Monthly Meeting**

**Old Clayton House**

percent discount he gave us on our two-year audit ad for his time in presenting the audit to our Board. He has spent many hours on our behalf and given us much good advice.

**FROM JOHN KIRTLEY** — GRANTS COORDINATOR

**JOIN OUR CAMPAIGN TO SOLICIT GRANTS  
FROM FOUNDATIONS**

OUR GOAL is to raise money for the following items listed by library administration as Clayton's needs: furniture—\$20,268; equipment—\$68,770; genealogical materials, current—\$252,450; genealogical materials, future—\$500,000.

WHAT CAN YOU DO TO HELP???

— — — VOLUNTEER to call on one—two—up to five prospects in person.

— — — Attend the TRAINING CLASS FOR VOLUNTEER SOLICITORS, 6:30 PM, Wednesday, June 28, 1989, Clayton Guest House, conducted by Tom Herren, fund-raising consultant. (Attendance does not obligate you to be a solicitor.)

— — — Receive material to aid you in making personal calls.

— — — JUST IMAGINE what a great pleasure it would be to know that you were responsible for raising thousands of dollars for Clayton Library !!!

WITH YOUR HELP IT CAN BE DONE !! Call (359-7300) and let me know you want to be part of the team—and whether (or not) you will attend the June 28 class.

**FROM EVA CUNNINGHAM**

— MEMBERSHIP COORDINATOR

Membership has reached 542 — and we believe our ONE-HALF YEAR MEMBERSHIP FEE (\$5) will help us to keep up our momentum for adding new members during the rest of the year. You will recall that our bylaws allow us to reduce our \$10 (January-December) membership dues to \$5 EFFECTIVE AT MID-YEAR—JULY 1—as a prorated fee for the remaining six months of the year. A BARGAIN at any time of the year, our low membership fee helps us to reach and involve more people in supporting Clayton Library. Call me (772-4519) if you want me to send an application to a prospective member. Applications are also available at Clayton.

Thanks to the following members who will handle mailing of this news letter under the direction of Margaret Mottley: Shirley Anderson, Jo Anne Courtney, Esther Halbert, Agnes McCabe, and Noel Brown McClure. (Please call Margaret Whiteley (524-4368) if you have time—on an occasional basis—to help with mailings.)

Attach to your yearbook the listing of members who have joined CLF since the April newsletter, and PLEASE NOTIFY ME OF NAME OR ADDRESS CHANGES.

**FROM MILDRED TARCHIANI**

— PROJECTS PLANNING COORDINATOR

Mark your calendar for 4 to 5:30 pm, Sunday, June 25, for our ORGAN RECITAL by CLF member Clarence Smith at Faith Lutheran Church, 4600 Bellaire Blvd (one block inside Loop 610). Chairman Ruby Dusek asks that you bring a friend or two to listen to patriotic hymns of your forefathers and afterwards join us for punch and cookies. No reservations necessary—Donations only.

**FROM HENRY H. MEREDITH, JR.**

— GIFTS, DONATIONS, AND MEMORIALS COORDINATOR

We are happy to report that gifts in the amount of \$778 which we have received through the generosity of our members together with gifts from organizations have been forwarded to Clayton Library. This does not include the Naumann's gift of \$300 for the purchase of a tree in memory of Joyce's parents which was transferred to Clayton earlier this year.

In addition a check for \$2,000 has been given to Clayton representing the amount the CLF board concluded was a safe excess from the unexpended surplus over anticipated operating expenses.

Maxine Alcorn advised the Board that she views the completion of the 1900 and 1910 census and soundex microfilms (\$20 each roll) as Clayton's most pressing need. All the gifts and most of the \$2,000 will be used for this purpose. Some funds will be held in reserve by Ms. Alcorn for purchase of genealogy materials that come on the market and must be ordered immediately otherwise they are sold out.

We acknowledge the following gifts and memorials received since the last newsletter: Sara Morse Bettencourt, Eve A. Boydston, Huguenot Society, Mr. and Mrs. Ed F. Nye, Mr. and Mrs. Hugh M. Stewart, and Allene G. Walker.

**MEMORIALS:**

Rachel Whiteley Creekmore

by Mr. and Mrs. Hugh M. Stewart

by Miss Alleen Whiteley

by Miss Tommie Whiteley

Wilbur Gould

by Mr. and Mrs. Quentin Naumann

Jean Richardson Hamilton

by Lawrence A. Hamilton

## FROM MARGARET WHITELEY

- ENDOWMENTS COORDINATOR

On May 30, 1989, a deposit of \$500 was made to open the Clayton Library Friends Endowment Fund savings account. As of June 15, a total of \$1,100 has been donated to the endowment fund by 24 contributors, six of these were memorials and one was an honorarium. Hopefully, we are on our way to a million dollar endowment! (Please clearly mark your check for the Endowment Fund.)

## FROM MAXINE ALCORN

—MANAGER, CLAYTON LIBRARY

The mini-blinds and patio furniture are installed. The computers are open for the public to use; however some of the software is not installed yet.

Workshops were done by me for the Lufkin Genealogical Society and the Brazosport Genealogical Society. I was hostess and speaker for the Houston-Galveston Area History Round Table. Publicity was mailed to about 80 genealogical publications. At every opportunity I mention Clayton Library Friends. There was a short article on CLF and CLF's volunteers in "SPOTLIGHT", volunteer services newsletter, Houston Public Libraries.

When researching at Clayton, be sure to check the Finding Aids in the first slant-top shelving and also upstairs. These are VERY important in accessing materials of the library, particularly the films.

## FROM PAT COCHRAN

— LIBRARY SERVICE VOLUNTEERS COORDINATOR

(Pat is on vacation, but we know he will be pleased with the "SPOTLIGHT" article Ms. Alcorn mentioned)

One of CLF's volunteer projects is the placement of boxes on the tables in Clayton to hold note paper for marking pages to be photo copied and/or writing call numbers. Many thanks to those of you who have been generous beyond our expectations in supplying cut paper for these boxes!

It was suggested (and Ms. Alcorn agreed) that it would be helpful if we gave to the library our SURPLUS PENCILS for use by patrons. Occasionally, some of us find ourselves at the library without a pencil. How nice it is to be able to borrow one from the information desk—just another reason to feel that Clayton is not only a wonderful library—but a friendly one, too!! If you can donate pencils, please give them to the staff member at the information desk.

## FROM CLIFTON H. TAYLOR -- TREASURER

\*Short Form Balance Sheet, May 31, 1989

ASSETS	
CASH ON HAND	\$9642.44
USPO BULK MAIL FUND	<u>257.66</u>
TOTAL ASSETS	\$9,900.00
=====	
EQUITY	
CAPITAL ACCOUNT	\$1,085.05
UNEXPENDED SURPLUS	
PRIOR YEAR	2,544.64
SURPLUS THIS YEAR	<u>6,270.41</u>
TOTAL EQUITY	\$9,900.10
=====	

\*The complete Treasurer's report will be available at the July 8 general meeting

## FROM T. NORMAN CROOK -- BYLAWS COORDINATOR

Please refer to Page 4 for PROPOSED AMENDMENTS TO THE BYLAWS.

### IN MEMORIAM

*Virginia Matthews Raines*  
*March 24, 1989*

Computer  
**DESKTOP** 

3646 Greenbriar 526-7717 Houston, Texas 77098-0517

## PROPOSED AMENDMENTS TO THE BYLAWS

The recently adopted bylaws specify that the Annual Meeting of the Friends shall be in January at which time officers shall be elected and that the newly-elected officers shall take office immediately after the Annual Meeting.

After much discussion, the members of the Constitution and Bylaws Committee feel that the January time for the election and taking of office will create more problems than it solves. At the July 8 regular meeting, we will propose the amendments published below to move the Annual Meeting and election back to November and have the officers and directors take office on January 1 as they have done in the past.

The proposed amendments have been discussed with and endorsed by the Executive Board.

Some of the problems created by the January time for election and taking office are:

1. The dues year and budget years begin on January 1, and the new officers will have no time to plan before being thrust into the beginning of a busy year.

2. The budget should be planned before the beginning of the budget year. Since the officers won't be elected until the January meeting, the budget will have to be planned by the old officers and administered by the new ones.

3. Officers need some time to find committee chairmen and members. If officers are elected in January, much of the year will pass before the committees are fully active.

Following is the text of the proposed amendments. Additions to the current Bylaws are under-lined and deletions are enclosed in brackets, [~~delete: —~~]. The complete text of the Bylaws is published in the Yearbook.

### ARTICLE IV - MEETINGS

Section 4.2: The Annual Meeting shall be the November [~~delete: January~~] regular meeting which shall be held during daylight hours on a Saturday. Annual reports of the Officers and Committees shall be received; the election of Officers and Directors shall be held; and any other necessary business shall be transacted. The newly-elected Officers and Directors shall assume office on January 1 following their election [~~delete: at the close of the meeting~~].

### ARTICLE VI - OFFICERS AND DIRECTORS

Section 6.1: (Paragraph 3) The term of office for Officers shall be for one calendar year [~~delete: from the end of the Annual Meeting at which they are elected until the end of the next Annual Meeting~~], except that any officer shall serve until his successor has been duly elected. No officer shall serve more than two terms in succession in any one position.

Section 6.2: (Paragraph 2) The term of office for each Director shall be two calendar years beginning on January 1 following [~~delete: at the end of~~] the Annual Meeting at which the Director is elected [~~delete: and continuing until the end of the Annual Meeting two years hence~~], except that any Director shall serve until his successor has been duly elected.

The terms of Directors shall be staggered so that normally three Directors will be elected each year. In the event that a

vacancy shall occur in the first year of a Director's term, that vacancy shall be filled by appointment by the Executive Board for the time remaining of the current calendar year [~~delete: until the next Annual Meeting~~]. A Director shall be elected at the next Annual Meeting [~~delete: that meeting~~] to fill the remaining year of the vacancy that was created. No Director shall serve more than two consecutive full terms.

Section 6.3: (Paragraph 2) The Committee member elected by the Executive Board shall call the first meeting of the Committee, and at that time the Committee will elect a Chairman. It shall be the duty of the Nominating Committee to submit one nominee for each office to be filled. A report in writing including a list of the nominees shall be sent to the Executive Board and then the Membership by the Nominating Committee no later than October 15, to be voted on at the Annual Meeting in November [~~delete: January~~].

Nominations may be made from the floor at the Annual Meeting. No name shall be placed in nomination without the consent of the nominee. Nominees for the office of President shall have served as a member of the Executive Board. The election of the Officers and Directors shall be by ballot; however, if there is but one nominee for any office, then election for that office may be by voice vote. A majority vote of the members present and voting shall be required to elect. [~~delete: The newly elected Officers and Directors shall take office immediately after the close of the meeting at which they are elected.~~]

Section 6.4: The Executive Board is authorized and empowered to fill any vacancy which may occur on the Board for the remainder of the calendar year in which the vacancy occurs [~~delete: until the next election of the Friends~~], and is hereby authorized and empowered to fill any vacancy in office, except President and First Vice President, for the balance of the unexpired term so filled. In case of a vacancy in the office of President, the First Vice President shall become President; in case of a vacancy in the office of First Vice President, the Second Vice President shall become First Vice President.

### ARTICLE VII - DUTIES OF OFFICERS AND DIRECTORS

Section 7.8: All Officers and Directors except the Treasurer shall deliver to their successors all official material by January 1 [~~delete: within fifteen days~~] following their successors' election or within fifteen days following their successors' appointment and shall assist them in becoming familiar with the duties of their offices. The Treasurer shall turn over all monies, books, and other materials which may be in his possession or under his control to his successor by January 15 [~~delete: within thirty days~~] after the election [~~delete: or appointment~~] of his successor or within fifteen days following his successor's appointment [~~delete: and shall work with the incoming Treasurer to assist in preparing the next year's budget~~]. The Treasurer-elect shall work with the Treasurer to assist in preparing the next year's budget.

Constitution and Bylaws Committee:

T. Norman Crook, Chairman

Ruby Dusek

Mary Ann Phillips

Margaret Whiteley

**CLAYTON LIBRARY FRIENDS**

**Clayton Library Center for Genealogical Research**  
5300 Caroline  
P.O. Box 271078  
Houston, Texas 77277-1078

*Address Correction Requested*  
*Postage Guaranteed*

Non-Profit Organization  
U.S. Postage  
**PAID**  
Houston, Texas  
Permit No. 1747