

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 30, 2015
Clayton House Board Room

Board Members Present

Les Fullerton
Elani Hantel
Sue Yerby
James LeNoir
Randy Pace
Pat Metcalfe
Resa Hennings
Lesley Douthwaite
Fidel Ramirez
Loren Martin

Board Members Absent

Kathleen Dickerson

Other Members and Guests:

Steven Goodman
Ed Roth
Sue Kaufman

Minutes

The meeting was called to order by President Les Fullerton at 10:15 AM.

There were no meeting minutes from the previous meeting available for presentation. In the absence of the Secretary, the minutes were recorded by Director Elani Hantel.

The financial report for the endowment fund was presented by Steven Goodman of Goodman Financial. Mr. Goodman was apologetic for the low performance. He provided explanations for the low performance and plans for future improvement. President Les Fullerton plans to have financial people that he knows review the year end portfolio report.

Clayton Library Manager Sue Kaufman presented the 2015 goals for Clayton Library; acquisitions and moving the library forward. The two ScanPros have arrived. CLF did not buy CPUs for the scanners because the CPUs had to meet the specifications of HPL and go through the HPL IT director. Two CPUs will cost \$1500.00 and Sue Kaufman will buy them, with available HPL foundation money. The equipment should be installed by the end of February. Ms. Kaufman does not foresee problems with the installation. If Clayton/CLF decides to buy more scanners, we will go through the same process.

The library goal from upper management at HPL is "Streamlining".

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Tammy Frey worked with the anonymous donor to choose acquisitions for the Polish materials fund. The library has started to receive microfilm from the Family History Library (FHL). There are some problems with cataloguing this microfilm due to the numbering system used by FHL so we are creating a 'Polish Notebook' with a committee (Elani Hantel, Sue Yerby, et al). Elani will assist Sue Kaufman to review WorldCat for other possible acquisitions for the Polish collection.

The library will host a genealogy summer camp for youngsters. The Executive Board is invited to bring a middle-schooler or two for an end of June seminar to teach genealogy to beginners. About twelve participants are needed. Sue Kaufman is working on JJ Watts genealogy so that he can participate in the event.

The Clayton Library has two new staff members. Joy Oria, will work in technical services with Irene. Rodney Sam is a re-hire and will work in the reference section. He has a wonderful collection of 'Free People of Color". There are two new FHL missionaries from Idaho working on digitation. The new missionaries are David and Deanna Hoskissom. They are the 10th set of missionaries and will be here 14 months to one year. So far, 3500 books have been digitized since inception of the program at Clayton in 2007. Due to copyright restrictions, all the books are pre 1924.

Director Lesley Douthwaite shared information on a possible new acquisition process for Clayton Library, which would route purchases through publisher Craig Scott. Additional details are forthcoming. Director Douthwaite asked Sue Kaufman if she had generated an acquisition wish list for 2015. Ms. Kaufman does not currently have such a list, but will work on generating one for CLF. The CLF acquisitions budget was set for \$36,000.00 (same figure as 2014). After some discussion the budget for bindery was set at \$10,000.00. Consideration is also being given to finding online databases not already subscribed to by Clayton Library. The Executive Board may be asked to test new databases that may be accessed with a trial subscription.

Director Fidel Ramirez has been working on the new website and would like to launch it this year. He suggested that the Executive Board consider launching with the current functionality to get it started, then subsequently adding some of the special features that are now holding up the launch. He requested that we all review the new website and make comments to him. He is working to ensure that we are in the same or better position with functionality on the new website. Director Ramirez requested feedback by February 14, 2015. He will email everyone the new website address. The existing host for the server has not been billing CLF. The latest newsletter is up and running on the website.

Director James LeNoir has the last bill for Moss Landscaping and will submit it to Treasurer Hennings for payment.

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Director Sue Yerby is trying to bring in Josh Taylor of Genealogy Road Show as a speaker. Director Yerby presented information regarding using PayPal to collect revenue for CLF programs or workshops. She also discussed adding it to the website to collect membership fees and/or donations via credit card.

Director Randy Pace would like to create a new brochure for Clayton Library that includes the membership form. He anticipates that it will cost \$3,000.00 but will not know until he designs the brochure and solicits bids. Director Pace would like to focus more on using publicity to attract new members.


1st Vice President Pat Metcalfe stated that she is working with Secretary Kathleen Dickerson to transition membership duties.

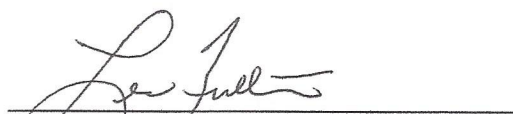
Director Elani Hantel stated that there are two upcoming volunteer activities that need participation from the Executive Board and CLF volunteers: 1) Clayton Library Shelf Reading event, to be held on a Monday in late February or early March and 2) Saturdays at the microprint desk in the main library. Director Hantel does not have a pool of volunteers available for these purposes and therefore she is counting on the board to volunteer. Director Hantel would like to include \$360.00 in the budget (\$120.00 three times per year) to sponsor lunch for the volunteers that conduct the shelf reading. She also started a discussion on the need to bring in more membership by having 'fun' events, not just shelf reading, book shelving and house sitting. Events that were suggested included a cemetery tour and party events at the Clayton House.

The 2015 CLF Budget discussion was led by Treasurer Resa Hennings. The Executive Board went through each budget line item and all were discussed. Treasurer Hennings will finalize the budget and distribute copies to the Executive Board.

The next Executive Board meeting will be held on May 1, 2015 at 10:15 am in the Clayton House Board Room.

Signed:


Kathleen Dickerson, Secretary


Les Fullerton, President