

**CLAYTON LIBRARY FRIENDS**  
**Executive Board Meeting**  
**July 29, 2015**  
**Clayton House Board Room**

**Board Members Present**

Les Fullerton  
Pat Metcalfe  
Sue Yerby  
Kathleen Dickerson  
Resa Hennings  
Lesley Douthwaite  
Randy Pace  
Elani Hantel  
Loren Martin

**Board Members Absent**

Fidel Ramirez  
James LeNoir

**Other Members and Guests:**

Susan Kaufman  
Richard Bennoch  
John Dorroh

**Minutes**

President Les Fullerton called the meeting to order at 10:14 AM. He asked for a moment of silence to remember John Edwin Dusek Jr, husband of charter member Ruby Dusek. President Fullerton remarked that he would support any ideas from the CLF Executive Board for honoring Ruby's loss. Director Elani Hantel recommended sending a plant or flowers two weeks after the funeral, when most of the family and friends surrounding Ruby would have returned to their daily lives. Director Hantel was asked to be in charge of completing the task.

There were no meeting minutes from the previous meeting available for presentation. Secretary Kathleen Dickerson acknowledged that the minutes were late and she had plans to complete the minutes.

Richard Bennoch, of Bennoch & Walker, LLC, was introduced to the board to deliver the 2014 financial audit report. Mr. Bennoch provided an unqualified, clean opinion of the CLF financial records. He indicated that consistency from year to year and the well-organized system managed by Treasurer Resa Hennings contributed to the clean opinion. The most significant changes from the prior year are as follows:

**Balance Sheet:**

- 1) Decrease in cash due to the return of large unused gifts for the Clayton House project.
- 2) Investments only increased by around two thousand dollars for the year after recording an unrealized \$31,000 loss due to market fluctuations. In comparison, the investment account reported unrealized gains in 2013.

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**Income Statement:**

1) Net loss of \$187,000 directly related to the return of large unused gifts restricted to the Clayton House project. The net result would have been close to breakeven without the return of the unused gifts.

It is important to continue to manage temporarily restricted gifts with both donor and restriction details. A brief summary of the restricted and unrestricted funds were listed (all numbers are approximate):

\$825,900 permanently restricted  
\$250,000 accumulated earnings from the endowment for library acquisitions  
\$ 39,000 from the Clayton House project held for the signage project  
\$ 38,000 for Polish materials  
\$156,000 unrestricted

Mr. Bennoch recommended that a "Conflict of Interest" statement should be added. Pat Metcalfe will insert this into the Board's Job Description Manual. He concluded by stating that he would send a final copy of the audit report in PDF format for the CLF webpage. In addition, he would also print and mail five copies of the report.

Treasurer Resa Hennings reported that Mr. Bennoch recommended the firm of Mohle Adams to prepare the CLF 990 federal return. She is working with Su Wah of Mohle Adams to file the return by August 15, 2015. The firm is charging a reasonable fee between \$1200.00 to \$1500.00 to complete the return.

President Fullerton asked for details of the endowment account's history. Pat Metcalfe agreed to forward a chronology of the endowment fund to the Executive Board. Treasurer Hennings stated she would write an article on the financial statements with an interpretation of the CLF investments; this is an attempt to explain to potential donors that may not be interested in donating to an organization that appears to have more than adequate funds for expenditures. Director Randy Pace would like to see a draft of the article before it is published.

Treasurer Hennings concluded by commenting that the CLF PayPal account has been opened. The account may be used to accept credit card payments from the CLF webpage. The three PayPal credit card scanners have been requested and received. They will be used to accept credit cards "off-site" for membership dues, programs fees or other event fees as needed.

To date Director Sue Yerby has received eleven registrations for the upcoming symposium, including two received this morning. Sue Kaufman commented that she would ask Melissa to include information on the symposium in the next issue of the Clayton Town Crier. Director Yerby has received most of the handouts from the



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speaker, Dr. Abbott. Dr. Abbott is updating one other topic and will send those handouts electronically. They will all be printed close to the event date.

Dr. Abbott will be picked up at the airport by both Sue Yerby and Sue Kaufman. She will be staying at the Holiday Inn Medical Center. Dinners are planned for Thursday night and Saturday night after the symposium. Director Hantel volunteered to take Dr. Abbott back to the airport on Sunday.

Director Fidel Ramirez will be speaking at the quarterly meeting in August. Director Yerby is still working on the program for the November meeting.

Director Randy Pace addressed publicity by reminding everyone on Facebook to share the CLF symposium post on their Facebook page. He is also planning to send an email with the symposium flyer to a host of organizations. If any of the directors know of other organizations please provide him with contact information. If anyone will be stopping by libraries or other appropriate locations he asked that they take flyers for posting the event.

Director Pat Metcalfe reported that the newsletter had been both emailed and mailed via the postal service. There were only 177 addresses for the mail run and at least 200 were needed to qualify for the reduced postage fee using the CLF standard mail permit. Director Metcalfe added enough names to the list to use the permit. She will be analyzing the cost of using the permit and will make a recommendation to the Executive Board at a later date.

Sue Kaufman reported that the ScanPros are working after the HPL information technology group finally got the proper USB cable connected from the scanner to the PC. President Fullerton asked if another ScanPro would be necessary. Ms. Kaufman would need to look at ScanPro usage before making a decision. Ms. Kaufman also introduced new technology that she would like the Executive Board to consider funding for a new investment in the Clayton Library. The new equipment is a photo scanner with a Kodak interface. It would require an investment of approximately \$8,000.00. The library views the ability to offer the equipment to patrons to use within the library for scanning their personal photos or slides and saving the images to a flash drive as a huge investment in customer service.

Various discussion points arose out of Ms. Kaufman's photo scanner presentation, including the following:

- 1) Ms. Kaufman recommended that a plaque recognizing CLF be placed near the equipment. She also recommended promoting photo scanning days.

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2) Director Hantel recommended that we purchase two units and put one in the Clayton House, the best place to spread out and have ample working room. She recommended that Clayton membership forms be strategically located near the equipment.

3) Directors Hantel and Pace suggested marketing with the sale of CLF logo flash drives. Loren Martin asked if the sale of the drives would be allowed on library property. Ms. Kaufman indicated it should be okay on event days.

4) Director Lesley Douthwaite suggested buying one unit to judge interest before investing in two stations.

5) Sue Kaufman and Elani Hantel both commented that the equipment should attract people to the Clayton facility.

**Motion 29 July 2015-04** Motion by Pat Metcalfe to purchase one E-Z Photo Scan Kiosk Station. The motion was seconded by Randy Pace. **Motion Passed Unanimously.**

Sue Kaufman remarked that there has been no news on the signage for the property.

Director Lesley Douthwaite and her team are still purchasing new materials for the library. She is in the process of updating the year to date listing and will email an updated copy to the Executive Board. Selby Publishing in Kokomo, IN is closing down and books were available at 50% off. Director Douthwaite was able to purchase books valued at \$1000.00 for \$500.00.

John Dorroh addressed the Executive Board to comment on additional ways for CLF to foster recognition and exposure of the Clayton Library. Mr. Dorroh recommended that the Executive Board consider attending and/or sponsoring attendance at national conference and or conventions, such as the NGS convention. Sponsoring the attendance of one member of the library staff would require a budget for airfare, hotel, food, plus the exhibitor fee for a CLF/Clayton Library booth. (Registration fees for an exhibit booth are approximately \$250.00) Mr. Dorroh is willing to help out in the booth to promote the library on a national stage. He remarked that a full page ad in an event booklet is not too expensive. Sue Kaufman suggested that a smaller group meet to talk about the details. The committee will include Directors Pace and Hantel, Sue Kaufman, and John Dorroh.

Les Fullerton opened up the floor to discuss old business. Loren Martin reported on the progress of the Nominating Committee. The group will be nominating Elani Hantel to return as Director of Volunteers and Hospitality. Mary Martin will be nominated as Correspondence Secretary. The committee is talking with John Dorroh about the position Director of Acquisitions.

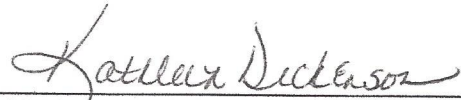
There was no new business.



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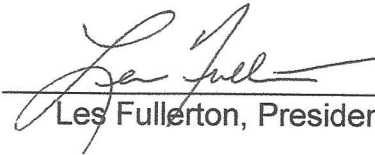
The meeting was adjourned at 12:55 PM.

Signed:



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Kathleen Dickerson, Secretary



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Les Fullerton, President