

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 27, 2016
Clayton House Board Room

Board Members Present

Les Fullerton
Pat Metcalfe
Kathleen Dickerson
Elani Hantel
Loren Martin
Mary Martin
Fidel Ramirez
Resa Hennings
John Dorroh

Board Members Absent

Sue Yerby
Randy Pace

Other Members and Guests:

Richard Bennoch

Minutes

President Les Fullerton called the meeting to order at 10:25 AM. President Fullerton asked Treasurer Resa Hennings to introduce the scheduled guest.

Treasurer Hennings introduced Mr. Richard Bennoch of Bennoch & Walker, Certified Public Accountants, to the Executive Board. Mr. Bennoch was present to discuss the 2015 financial audit.

Mr. Bennoch remarked that due to the good CLF recordkeeping, the 2015 audit went very smoothly. All the support kept by Treasurer Hennings in the financial binder provided good documentation for the audit to substantiate the financial reporting. In addition, the organization of all the documentation helps to keep the audit fees lower.

Mr. Bennoch was able to offer an unmodified, clear opinion of the financial records, with no departures from Generally Accepted Accounting Principles (GAAP). He noted that the balance sheet was very consistent with the prior year. The \$1.3 million net assets reflected a very strong healthy non-profit organization without debt.

Mr. Bennoch remarked that the change in investments from 2014 to 2015, due to an unrealized loss of approximately \$30,000, was not nearly as bad as losses incurred by other organizations. The slight net loss on the income statement was due primarily to the unrealized loss in investments. He also addressed the statement of cash flows, remarking that other than the unrealized loss in investments, nothing else stood out.

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Director Hantel asked if anything from an audit standpoint needed to be managed differently. Mr. Bennoch replied in the negative, noting that consistency and documentation were the keys to a successful audit.

Treasurer Hennings asked Mr. Bennoch if he had any recommendations for cloud based software to manage membership and restricted gift recordkeeping. Mr. Bennoch suggested that CLF investigate the following free software packages:

- Bloomerang
- Giftworks
- DonorPerfect
- DonorSnap

He also remarked that another company providing software for non-profits, CiviCRM may not be free, but it is online based, open sourced software where members may log-in to pay dues. He mentioned that the company provides great technical support.

Treasurer Hennings provided the treasury report (see attached) and asked the Executive Board if there were any questions. No questions were asked.

Secretary Dickerson advised that the January board meeting minutes would be ready for signature at the May Quarterly Meeting.

Motion 27 April 2016-02 Motion by Loren Martin, seconded by Elani Hantel, to approve the February 13, 2016 General Meeting minutes. Motion Passed Unanimously.

Director Yerby provided a program report via email (see attached). In the absence of Director Yerby, Director Hantel provided additional information on the upcoming symposium. She noted that attendees would need to pay their own parking. She also informed the board that the online registration would be on the website in about two days and a paper registration form for people without computer access would also be made available. Director Martin added that there would be volunteers from BAGS to help at the symposium.

Director Metcalfe remarked that despite multiple reminders about 50 people from 2015 had still not renewed their membership. Director Hantel suggested a giveaway for renewals like a CLF thumb drive. It was noted that the Texas Library Association was given CLF flashlights during their recent visit. The promotional item was well received.

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Director Hantel recommended purchasing a 10 foot tent for outdoor events. The tent would cover a table and protect displays and people from the elements. There are four places on the tent to print logos. The cost was estimated at \$499.

Motion 27 April 2016-28 Motion by Loren Martin, seconded by Resa Hennings, to purchase a pop-up tent. Motion Passed Unanimously.

Director Dorroh informed the Executive Board that acquisitions have been placed on a temporary hold due to the absence of Clayton Library staff member Irene Walters. There were no acquisitions in April, but as soon as the "OK" is received from the library, purchasing will resume. If any member of the board knows of a book they think would be a good addition, they should send the information to Director Dorroh. He has many resources, even if a book is out of print.

Director Dorroh addressed the upcoming FGS conference, noting that due to Irene Walters' condition, her attendance at the conference and her participation at the CLF table was in question. He also noted that he needs a tutorial on setting up the display.

President Fullerton opened the discussion of new business by referring to the calendar of meetings proposed for the remainder of the 2016 and the beginning of 2017 (see attached). It was noted that the date for the symposium would be August 6, 2016 and the date for decorating the Clayton House for the Christmas season should be moved to December 5, 2016.

President Fullerton reminded the board of the need to form the nominating committee at the next general meeting and the need to have at least one Executive Board member serve on the committee. Director Loren Martin recommended that job descriptions and a membership list be provided to the committee. He also suggested that continuity of at least one member of the committee would help the new committee get off to a productive start. Director Hantel suggested that CLF needed additional social events to get to know the membership and to give something back to the membership. She also suggested that the Executive Board may need to think 'outside the box' to get people to attend a social event.

Director Loren Martin agreed to serve on the nominating committee.

Director Mary Martin noted that 101 thank-you notes had been distributed to date.

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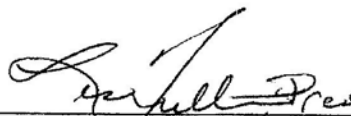
Motion 26 January 2016-~~34~~ Motion by Pat Metcalfe, seconded by Resa Hennings,
to adjourn the meeting. Motion Passed Unanimously.

The meeting adjourned at 12:22 PM.

Signed:



Kathleen Dickerson, Secretary



Les Fullerton, President