

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
January 28, 2023 | 10:00 AM
Clayton House

Minutes

Board Members Present:

- Jessica Horne Collins – President
- Glenda K. Hayes - Director of Correspondence
- Kristin Dennis - Director of Volunteers & Hospitality
- Fidel G. Ramirez – Director of Technology
- Mary Ramsey Hollis – 1st VP, Membership
- Carol A. Peña – Director of Programs
- Resa Nichols Hennings – Treasurer

Board Members Absent:

- Mazella Boulden – 2nd VP, Ways & Means
- Susan Hoover – Secretary
- (Vacant) – Director of Acquisitions
- (Vacant) – Director of Publicity & Public Relations

Guests:

- Morgann Zimmer – CFP, Goodman Financial
- Melissa Hayes – Assistant Manager, Family History Research Center at the Clayton Library Campus
- Sue Kaufman – Senior Manager, Family History Research Center at the Clayton Library Campus
- Pat Metcalfe – Editor, newsletter *The Clayton Advocate* and Donated Duplicate Book Sales

I. The Clayton Library Friends (CLF) Executive Board meeting was called to order by President Jessica Horne Collins at 10:07 AM. Board members misinterpreted the bylaws as requiring eight members present to reach quorum; therefore, votes were taken electronically after the meeting.

II. Annual Presentation by Goodman Financial

- a. Goodman Financial is the company CLF uses for money management and financial advice. Annually they provide an update and review to CLF Board members of the portfolio. Goodman Financial is a fiduciary. Morgann Zimmer, Senior Financial Advisor, distributed to each member of the Board a packet of information. The Director of Technology, Fidel Ramirez, requested a digital copy of the presentation. Ms. Zimmer agreed and that will be sent to Treasurer Resa Nichols Hennings, who will distribute it to the appropriate members and it will be included in the Board meeting packet on the CLF website.

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- b. Ms. Zimmer presented the information in the packet and addressed questions. She discussed an overview of Goodman Financial, the service team assigned to CLF (Morgann Zimmer, CFP with Abrin Berkemeyer, CFP, AIF as back-up), the investment committee. Goodman Financial has been a fiduciary from its inception and maintains high ethical standards. The Investment strategy for CLF was then discussed and a portfolio review of the funds in the account.
- c. The CLF Investment Policy Statement (IPS) will need to be reviewed again in 2024. The IPS was amended in 2022 for two years.
- d. Goodman Financial gives back 25% of its management fees to its non-profit clients. In 2022, this donation to CLF was \$3,410 with a cumulative donation since inception of \$52,135. Treasurer Hennings and the rest of the Board expressed thanks and appreciation for the generous donation back to CLF.
- e. When asked, Ms. Zimmer said Goodman Financial believes there will be a small recession in 2023, not deep, to resolve leftover Covid issues, such as lingering supply chain issues. Ms. Zimmer said the CLF portfolio is structured to weather it well.
- f. At the end of her presentation, Ms. Zimmer left the meeting.

III. Treasurer Report and Discussion of the 2023 Budget

- a. Treasurer Resa Nichols Hennings sent to the Board members via separate emails on January 22, 2023 the following reports:
 - Narrative Treasurer's report
 - Profit and Loss, 4th quarter, 2022
 - Profit and Loss, FY 2022
 - Balance Sheet, FY 2022
 - Budget vs. Actuals, FY 2022
- b. On January 25, 2023, she sent via email an Excel spreadsheet of the 2023 working budget with proposed amounts and comments. She requested input and comments in advance of this meeting, if possible. During the meeting, she asked each board member for budget estimates in their area of responsibility. Resa suggested new board members unfamiliar with budget needs for their areas of responsibility use the 2022 actual numbers.
- c. Treasurer Hennings will update the proposed budget and send it out to the Board via email. The Board will approve the final version electronically before the February general meeting. The 2023 budget will be presented to the general membership at the February 18 meeting.

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IV. Proposed 2023 Calendar

- a. President Jessica Horne Collins asked about the meeting dates she proposed for the Board meetings and the General meetings at the informal meet-and-greet session held with the former board and the current board on January 14, 2023. They are repeated again here:

Executive Board Meetings Last Saturdays @ 10 am – 12 noon	General Membership Meetings Third Saturdays @ 10:30 am – 12 noon
Held In Person at the Clayton House	Speaker meetings – Held virtually (short business meeting followed by the speaker)
• January 28 (Budget discussion)	• February 18
• April 29	• May 20
• July 29	• August 19
• October 28	• November 18

- b. **Motion:** Director Glenda Hayes made a motion to accept the calendar as presented at the January 14 informal meet-and-greet meeting. The motion was seconded by Director Fidel Ramirez. **A vote will be taken over email in the near future.**
- c. All Board members are reminded to add these seven remaining dates to their calendars, particularly the three remaining Board meetings.

V. Approval of Past Meetings’ Minutes

- a. Secretary Susan Hoover sent via email on January 21, 2023 to the Board the agenda for this meeting, a CLF Board contact sheet, and two sets of minutes from past meetings in 2022 that must be approved by the 2023 Board, due to the date of submission by the prior secretary.
- b. **Motion:** Treasurer Hennings made a motion to accept the minutes from the October 29, 2022 and the November 19, 2022 meetings. Director Hayes seconded the motion. **A vote will be taken over email in the near future.**
- c. Secretary Hoover was absent due to an out-of-town commitment.

VI. Membership

- a. 1st VP – Membership Mary Ramsey Hollis sent out via email on January 27, 2023 with the Membership report.
- b. As of January 26, there were 140 individual members and 50 joint memberships for a total of 190 members.
- c. The Fall 2022 membership drive was held November 1-15, 2022, and it generated 3 new individual memberships, 28 renewed individual memberships, and 2 renewed joint memberships. Winners of the TxSGS conference playback passes were Leonard & Susan Teich and Jane Murtishaw. In addition to the 3 new members from the

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November membership drive, there have been 5 additional new individual members as of January 26.

- d. Membership will help staff the CLF table at the February 11 meeting at the Holocaust Museum sponsored by AAHGS to tell the attendees about CLF and membership advantages.

VII. Ways & Means

- a. The 2nd VP Ways and Means – Mazella Boulden was absent, attending a funeral.
- b. Pat Metcalfe, organizer of CLF’s Donated Duplicate book sales, proposed that the program be placed under supervision of Ways & Means. The program will still be managed by Pat Metcalfe.
- c. **Motion:** Director Hayes made a motion for the Donated Duplicate Book Sales be placed under the oversight of the 2nd VP – Ways and Means. The motion was seconded by Director Peña. **A vote will be taken over email in the near future.**

VIII. Acquisitions

- a. The position of Director of Acquisitions is currently vacant. President Collins reported she has offered the position to three people, all of whom have declined. President Collins will continue the search for an appointee.
- b. President Collins has a goal to add to the digital acquisitions of the library. Sue Kaufman, FHRC-CLC manager, is obtaining quotes for various digital genealogy databases.
- c. Melissa Hayes, FHRC-CLC assistant manager, has selections ready to purchase, and is ready to provide the list to the new Director of Acquisitions when that position is filled.

IX. Correspondence

- a. Director Glenda Hayes sent to the Board via email January 25, 2023 the Correspondence report. That report details the activity and number of thank you notes and other correspondence sent and received.

X. Programming

- a. Director Carol Peña sent to the Board via email January 26 the Programs committee reports.
- b. She reported in the meeting she is still gathering materials from the previous director for notes, history, and budget.
- c. The February 18 general meeting is set with “The History and Legacy of the Buffalo Soldiers National Museum” and the speaker is Dr. Michelle Tovar, the Director of Education at the Center for African American Military History.

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XI. Publicity & Public Relations

- a. The position of Director of Publicity and Public Relations is currently vacant. President Collins continues to search for a candidate to appoint to this role.
- b. The Afro-American Historical & Genealogical Society (AAHGS) – Willie Lee Gay H-Town Chapter Black History Month Family History Workshop will be held on Saturday, February 11, 2023, at the Holocaust Museum. AAHGS invited CLF to have a table there and they approved having Donated Duplicate Books there to sell books as well. Several Board members offered to help staff the table(s). Those wishing to help should meet at the Clayton House at 8:15 am to help with taking the books and other materials using the library carts and dollies across the street to the Holocaust Museum for setup.
- c. The National Genealogy Society (NGS) conference is May 31 – June 3, 2023 in Richmond, VA. It was discussed if CLF wants to a booth there. No staff member is attending from the library. Pat Metcalfe said she would like to attend if CLF buys a booth for the non-profit fee of \$350. She will take the donated duplicate books to sell. Director Carol Peña said she would like to attend to get ideas for speakers and topics and is willing to pay her own way there. She will also help staff the booth in addition to attending conference sessions.
- d. **Motion:** Director Hayes made a motion to purchase a booth for CLF for the non-profit rate of \$350 for the NGS conference May 31 – June 3, 2023, in Richmond, VA. Treasurer Hennings seconded the motion. **A vote will be taken over email in the near future.**
- e. Due to the change in the name of the library to the Family History Research Center at the Clayton Library Campus (“FHRC-CLC”) all promotional materials will have to be revised. CLF may not use any materials with the old name of the library. This includes the banners and backdrops at conferences and all printed materials. All branding and images must include the new name. President Collins would like the printed materials for CLF to be updated for content, branding, and for them to be professionally printed instead of on the office printer.
- f. The table banner is still usable as it says Clayton Library Friends and does not have the name of the library itself on it.
- g. A Promotional/Branding Committee was formed to review all promotional materials branding and images:
 - Jessica Horne Collins
 - Fidel Ramirez
 - Pat Metcalfe
 - Glenda Hayes
 - Sue Kaufman
- h. There is some urgency to get the conference booth banners, backdrops, and materials updated to be able to take to the NGS conference.

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XII. Technology

- a. Director Fidel Ramirez sent to the Board via email on January 24, 2023 the report on Technology. Board members are beginning to use the Google Workspace and Google Drive. Board members are slowly but surely beginning to become accustomed to using the CLF gmail addresses for email.
- b. Pat Metcalfe requested for the time being to please continue using her personal email account (plpm@ix.netcom.com) until she can transition to the new gmail.
- c. 1st VP – Membership Hollis inquired if there should be any kind of consistency on Google Drive for labeling folders for the committees’ or Board members’ use. Director Kristin Dennis started a Google Drive folder for the Research Requests when it was formed, and it was found to be efficient and useful to that group. Others are beginning to put files and correspondence in Google Drive, but lack of organization may impact its ease of use for current and future Board members
- d. A Technology Committee was formed to look at this and any other topics the committee feels needed:
 - Fidel Ramirez
 - Carol Peña
 - Kristin Dennis
 - Jessica Horne Collins
 - Resa Nichols Hennings
 - Mary Ramsey Hollis

XIII. Volunteers

- a. Director Kristin Dennis sent to the Board via email on January 28, 2023 the report on Volunteers and the Research Request Program.

XIV. Library Update

- a. FHRC-CLC Senior Manager Sue Kaufman sent to the Board via email on January 26, 2023 the report on the library. Also included were a brochure on Vivid Pix, a flyer on the Family History Research online course for beginning genealogy, and a course description for the four Saturday online classes in March (4th, 11th, 18th, and 25th).
- b. Senior Manager Kaufman requested the CLF website be ready for online enrollment and purchase of the classes by those who attend the Face2Face webinar on Thursday, Feb. 2 at 1:00 pm. It will be advertised during that session. Senior Manager Kaufman will also make available the color printed flyer for the CLF table at the aforementioned AAHGS meeting on February 11 at the Holocaust Museum.
- c. The Houston Public Library (HPL) is in the midst of implementing several new policies system-wide. One is that HPL is going “cashless”. This will affect the coin operated printers/copiers. Additionally, there will be no more wireless printing. Another change is that no flash drives will be allowed to be used on any HPL public

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- computer.
- d. Alternatives:
- Take a photo on a phone
 - Bring own personal scanner
 - Use the flatbed scanner on the 2nd floor, which is stand-alone and not connected to the internet, so a flash drive can be used with it
- e. Senior Manager Kaufman presented a request to purchase a Vivid Pix Memory Station. The owner of Vivid Pix is Rick Voight, who will be travelling to Houston on March 18 after the RootsTech conference. It is desired that the memory station be purchased and on-site in time for Rick Voight's visit so he can install it and train that day. A discussion about the purchase followed. See Ms. Kaufman's Library report for additional information in the brochure and testimonial from Curt Witcher from the Allen County Public Library.
- f. **Motion:** Director Ramirez made a motion to set aside \$3000 to set up a Vivid Pix Memory Station at FHRC-CLC for using the Vivid Pix software. The motion was seconded by Treasurer Hennings. **A vote will be taken over email in the near future.**

XV. Old Business

- a. Covered in items above

XVI. New Business

- a. Covered in items above

XVII. Reminders

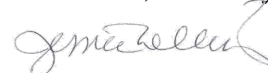
- a. Pat Metcalfe reminded us of the deadline for submitting articles or information for the newsletter is Tuesday, January 31.
- b. Please call her or send her an email if you have any questions or additional information.

The meeting was adjourned at 12:09 PM.

Signed:



Susan Hoover, Secretary



Jessica Horne Collins, President



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Activity

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 Susan Hoover	signed the document	Jul 31, 2023 04:52:39 UTC
 Susan Hoover	sent the document to president@claytonlibraryfriends.org and secretary@claytonlibraryfriends.org	Jul 31, 2023 04:52:39 UTC
 Jessica Horne Collins IP: 64.217.158.249	first viewed document	Jul 31, 2023 17:21:49 UTC
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