

CLAYTON LIBRARY FRIENDS
Executive Board Meeting
April 29, 2023 | 10:00 AM
Carriage House, FHRC-CLC

Minutes

Board Members Present:

- Jessica Horne Collins – President
- Mary Ramsey Hollis – 1st VP, Membership
- Mazella Boulden – 2nd VP, Ways & Means
- Resa Nichols Hennings – Treasurer
- Susan Hoover – Secretary
- Glenda K. Hayes - Director of Correspondence
- Kristin Dennis - Director of Volunteers & Hospitality
- Carol A. Peña – Director of Programs
- Trudi Becht – Director of Acquisitions
- Cary Rodriguez – Director of Publicity & Public Relations

Board Members Absent:

- Fidel G. Ramirez – Director of Technology

Guests:

- Stephanie Tipton – CPA, Tipton & Company LLC
- Angela Kent – Head of History Research Centers, Houston Public Library
- 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 10:00 AM. A quorum was present.
 - a. President Collins introduced and welcomed new directors Becht (Acquisitions) and Rodriguez (Publicity) to the CLF Board.
- II. Approval of Past Meetings' Minutes
 - a. Secretary Hoover sent via email on April 26, 2023, to the Board two sets of minutes from past meetings in 2023, the quarterly Board meeting on January 28 and the general meeting on February 18.
 - b. **Motion:** Director Hayes made a motion to accept the minutes from the January 28, 2023, and the February 18, 2023, meetings. Director Peña seconded the motion. The motion passed by vote of Board members present.
- III. Presentation by Tipton & Company
 - a. Tipton & Company is the CPA firm that audits CLF's financials and provides an annual update. Stephanie Tipton, Auditor, distributed to each member of the Board

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- a copy of the audit report.
- b. Ms. Tipton presented the information in the report and addressed questions.
 - c. CLF experienced a net loss of about \$48K in 2022, with unrealized losses on investments and a net income on operating results. CLF has consistent expenses and a positive operating cash flow of \$78K. Regarding liquidity, CLF has sufficient cash for 24 months of expenses and access to significant endowment investment funds. Without donor restrictions, CLF has about \$77K available; with donor restrictions, CLF has about \$1.4 million. This includes \$1.3 million endowment, \$41K acquisitions, and \$2K Angel Program.
 - d. Ms. Tipton explained that one key driver by which nonprofits are evaluated is the percentage of expenses that go toward programs. In 2022 only 60% of CLF's expenditures went toward programs, the lowest in five years, down from an unsustainable 98% in 2018. This decrease was driven by decreased book donations. Ms. Tipton recommends at least 70%.
 - e. There was some discussion among the Board about how CLF spends its money and what it spends it on.
 - f. Ms. Tipton explained that there were some accounting laws changes in 2018 that affected how and what is required to be presented in financials for nonprofits.
 - g. The audit found that no audit adjustments were needed.
 - h. Ms. Tipton made the following recommendations for CLF:
 - Review financial statements monthly.
 - Continue quarterly Board meetings.
 - Monitor operating revenue and investment revenue separately.
 - Think about program expense vs. administrative expense.
 - Consider running a credit check on the organization to check for unauthorized lines of credit.
 - Remain vigilant against fraud attempts by scammers, noting rising incidents of text/email phishing scams/attempts.
 - i. At the end of her presentation, Ms. Tipton left the meeting.

IV. Treasurer's Report

- a. Treasurer Hennings sent to the Board via email on April 24, 2023, the following documents:
 - Balance Sheet as of March 31, 2023
 - Profit and Loss Statement for January - March, 2023

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- b. On April 26, 2023, she sent via email an amended Profit and Loss Statement.
- c. On April 27, 2023, she sent via email the Narrative Treasurer's report.
- d. Treasurer Hennings reported that the CLF has grown over the past twenty years from about \$700K to about \$1.3M. This is managed by Goodman Financial and we cannot touch the base. We have accrued dividends and interest of about \$500K that is available for purchases.
- e. Treasurer Hennings brought up the Polish gift.
 - Eleven years ago we were given a donation with the restriction that it be used to purchase microfilm and readers and/or material related to Polish genealogy, in honor of the Polish Genealogical Society of Texas of which the donor was a co-founder.
 - We must honor the restrictions of this gift as required by IRS regulations.
 - We have had difficulty finding materials to purchase since microfilm is not used much anymore, and Polish materials are difficult to find.
 - Options may be return to donor entire remainder of about \$36K, return \$20K and keep \$16K, or get donor to agree to relax restrictions.
 - Treasurer Hennings is working with Vicki Woo, an attorney who is also a genealogist.
 - Treasurer Hennings will find out whether the donor has people to represent her interests: a financial advisor, an attorney, and/or a delegate with legal power of attorney.

V. Membership Report

- a. VP Hollis sent to the Board via email on April 28, 2023, the membership report. She provided a print copy at the Board meeting.
- b. VP Hollis reported that we have 179 individual members and 56 joint members for a total of 235 members, an increase of 45 since January 2023.
- c. VP Hollis reported that we gained 15 new members and two renewals of lapsed memberships from the 25 who enrolled in the four-week course in March 2023.

VI. Ways & Means Report

- a. Director Boulden sent to the Board via email on April 28, 2023, the first quarter Ways & Means report.
- b. Director Boulden reported that we took in \$2409 in Q1 from selling donated books.

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- c. Director Boulden reported that the Susan Vaughan Foundation asked us to submit a grant proposal. Susan Vaughan (Mrs. Clayton) was a master gardener, so we are looking at ideas to enhance the grounds such as landscaping or tree trimming.
- d. Directors Boulden and Hollis and President Collins met with Sue Kaufman and Angela Kent of HPL to learn how the money flows when an organization gets a grant.

VII. Acquisitions Report

- a. Director Becht sent to the Board via email on April 27, 2023, the Acquisitions report.
- b. Director Becht reported that she has been having difficulty using the CLF payment card with her personal Amazon account; Amazon requires a business account for business payment. The shipping address should be the physical address of the FHRC-CLC. The billing address is a P.O. box. Director Becht will look into setting up a business Amazon account.
- c. President Collins reported that we have been working with Liz Hicks, who runs the Angel Program, to document the processes and workflows so that someone can eventually take it over from Ms. Hicks, who is in her 80s.

VIII. Correspondence Report

- a. Director Hayes sent to the Board via email on April 26, 2023, the Correspondence Report.
- b. Director Hayes had nothing more to report.

IX. Programming Report

- a. Director Peña sent to the Board via email on April 28, 2023, the Programs Report.
- b. Director Peña is working on filling the remaining schedule slots for programs. We are targeting the August general membership meeting for a hybrid meeting held online via Zoom and in-person at the library. Director Peña has made some changes to the moderators for the June and August meetings to allow for people going to NGS.
- c. There was discussion about the May 20, 2023, general membership meeting.
 - Director Hayes will not attend.
 - The speaker will be Rick Voight.
 - Director Peña reported that everything is ready for the May meeting including Zoom, except for new signage and pictures of the buildings.
 - Director Hayes reminded everyone that speakers must register for the FaceToFace.
 - President Collins reported that there is new business, selection of the nominations committee, that will impact what we do at the beginning of

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the meeting.

X. Publicity Report

- a. President Collins reported that Director Rodriguez was appointed to this position and approved by board vote conducted by email.
- b. Treasurer Hennings has paid for the NGS conference booth. Pat Metcalf is attending NGS and will sell books. Other CLF members attending are Director Peña, Natalie McLain, and Gay Carter. There will be both a virtual booth and an in-person booth. The deadline is approaching for CLF to fill out forms for the virtual booth. Director Rodriguez will fill out the forms under supervision of President Collins. Director Rodriguez requested that someone take photos of the booth to use in publicity.
- c. CLF needs to check all of our materials to ensure we are using the new name of the library. We have assembled a promotions/branding committee (J. Collins, Hayes, Ramirez, Rodriguez, Kaufman, Metcalf), but they have not met because there were questions about how the library's cashless policy affects CLF's sale of flash drives. President Collins will set up a virtual meeting for the promotions committee.

XI. Technology Report

- a. Director Ramirez sent to the Board via email on April 23, 2023, the Technology Report.
- b. Director Ramirez was unable to attend the meeting.
- c. There was a question regarding Google and credit cards. Google does not accept credit cards.

XII. Volunteers Report

- a. Director Dennis has been ill and did not prepare a report.
- b. Director Dennis reported that we had some volunteers over spring break and that there will be volunteer opportunities on scanning days.

XIII. Library Update

- a. FHRC-CLC Senior Manager Kaufman explained the connection between the Susan Vaughan Foundation grant and landscaping. Susan Garwood, great-great-granddaughter of Will Clayton, cherished her childhood visits to the property and was a Master Gardener later in life, so landscaping is a good fit.
- b. HPL is looking at reopening the House on Saturdays in July from noon to 3 PM, having docents there, to get foot traffic.
- c. FHRC-CLC is here to support Genealogy Face2Face and is happy to help with the tech-side support.
- d. The annual State of the Library address will be presented at the August general meeting.

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- e. FHRC-CLC is working with Treasurer Hennings on the Polish material donation issue.
- f. Collection development report: Melissa Hayes has a spreadsheet of \$11,000 of books. They can provide the entire list. These can go in different fiscal years. FHRC-CLC did not have a collection development person last year.
- g. Outreach: Senior Manager Kaufman thanked the Friends for being supportive and participating in outreach such as the event at the Holocaust Museum. In FY24, FHRC-CLC will do outreach at neighborhood libraries during the year. Kaufman visited the Young library. Having a table and doing Scanning Saturdays might be more active. There will be Archives Day and other opportunities for CLF to have a table. FHRC-CLC has new brochures with new naming, branding, and logo, with CLF info on the back.
- h. History Research Centers: FHRC-CLC would like CLF board to meet a few times a year with the other HRC Friends boards and to keep in contact with the other boards. FHRC-CLC is working on presentations with other HRCs.
- i. Programming librarian Joy left FHRC-CLC in September. The position has been filled, and Joy left great documentation.
- j. Head of HRCs Angela Kent gave a website update. All of the HPL events are on LibCal, and we would love to have cross-promotion. HPL actively develops content on social media under the HPL account and would like CLF members to post, too. The numbers would count for HPL. If programs are recorded, the recordings are posted to HPL's YouTube channel. FHRC-CLC is the "heavy hitter" of the three HRCs for content.
- k. VividPix: We need more training. This will be the third Saturday beginning in July, which does not conflict with HGF, CLF, or other meetings. VP Hollis will bring in volunteers for training and is willing to help "train the trainer." There will be online registration for appointments because only one person can scan at a time. The promotion and training will help bring patrons back into the library.
- l. Third Friday of October we traditionally have a presentation from Bill Buckner of the Waco Library Genealogy Center, stay open until midnight, have food and snacks. This year we have permission to have extended hours, maybe 9 or 10 but not midnight.
- m. Senior Manager Kaufman is going to Peoria to present a career retrospective.

XIV. Old Business

- a. Covered in items above

XV. New Business

- a. Nominating committee: It is the time of year to form a nominating committee for next year's CLF Board. According to the bylaws, the Board has a representative on the nominating committee. At the main meeting we open up for people to form a nominating committee. Positions up for election are Director of Correspondence, Treasurer, and Director of Acquisitions. Director Hayes moved that VP Hollis be the representative to the nominating

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committee, and Director Boulden seconded. The motion passed.

- b. Electronic voting: With Director Ramirez's assistance, we have a process for electronic voting and have used it, but in order to continue voting electronically, we need to update the bylaws. Bylaws updates happen at the November general meeting. President Collins called for a working group committee to write the changes to the bylaws, and the President cannot be on this committee. Director Rodriguez volunteered to help with the bylaws following the model of the Dallas Genealogy Society, and Pat Metcalfe volunteered to proofread the text.
- c. Hybrid meeting for August. Senior Manager Kaufman would like for the State of the Library to be the first hybrid meeting. We need to take reservations because we can host 30 people in person. The Carriage House is not yet open to the public. VP Hollis has contacts of people who have expertise in running hybrid meetings. Kaufman reminded CLF that FHRC-CLC cannot set up the technology or run the meetings, but FHRC-CLC can teach CLF how to do this. Director Peña can help, and VP Hollis will attend the training.

XVI. Reminders

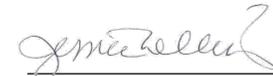
- a. Pat Metcalfe reminded us of the deadline for submitting articles or information for the newsletter. Director Peña will send events for the quarter, and President Collins will write up the new Board members.
- b. Use CLF functional emails for all CLF business. If anything happens, we have a record of the history, and if a technical problem occurs, Director Ramirez can resolve.

The meeting was adjourned at 12:00 PM.

Signed:



Susan Hoover, Secretary



Jessica Horne Collins, President



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 Jessica Horne Collins IP: 64.217.158.249	first viewed document	Aug 03, 2023 16:08:26 UTC
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