



Aloha Community Library Association

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The Aloha Community Library Association

Board Meeting

Time and Place: Wednesday, June 19, 2019 at the Aloha Library
Community Library

Members Present: Jean Doane (President), Eric Nickerson (Treasurer),
Melanie Belles, Chris Lorentz, Sam Sheikh

Members Absent: Daniel Hauser (Vice President), Cassie Roberts
(Secretary)

Library Staff Present: Terri Palmer (Library Director), Karen Turiano
(Administrative Specialist)

Guests: None

The meeting was called to order at 6:36 PM by Jean.

May meeting minutes were rectified to say that the Board discussed the staffing model, and while all agreed in principle of the proposed model, no formal action was taken. Sam made a motion to approve the May Board meeting minutes and Melanie seconded. All Board members present approved.

Library Director's Report

Staffing and Department Updates: Terri, Jared, and Jesse are working on solidifying daily schedules and expectations of lead staff and making sure they have the documentation and resources they need if department heads are

unavailable. They are working on circulation department first because it is the biggest heartbeat of the library, followed by the Adult Services department. Karen and Terri continue to work on Administrative tasks. Tech Services is running smoothly and has been for a time. In regard to the Youth Services department, because it is reliant on tonight's proposed budget, they are waiting for the Board's decision to see where they are headed.

New Vendors: Plans are continuing to transition to the new janitorial service. Terri is working with Michael at WSC to transfer Broker of Records status to them for employee benefits.

Summer Reading: The Summer Reading Program started on June 1. 148 kids, 34 teens, and 72 adults have signed up as of last week. Starting next week, there will be a program every Tuesday morning during the summer for kids in addition to our regular programs.

Philanthropy Committee Report

Recruitment: Philanthropy Committee consists of Terri, Jean, and Sam. The Board was asked if any of them were interested or if they knew anyone who is interested in joining the committee, the committee would like more community members involved.

May Membership Drive: There were 8 donors who renewed membership with donations ranging from \$20 to \$500, and 1 new donor. The drive raised \$940.

General Plan: The Philanthropy Committee met and mapped out an initial plan that includes a blend of community fundraisers, larger fundraisers, true development (developing relationships and stewarding donors), book sales, and sponsorships for different areas of the library. This plan is projected to make around \$110,000 in revenues. Terri has begun drafting policies and will discuss them with Sam and Jean at the next Philanthropy meeting. Once they've agreed on the policies, they will ask input from the Board at the July Board Meeting so that a final draft can be approved on in the August Board Meeting.

Terri has also drafted a timeline to show which fundraising effort is in process, what is going on that month, and what is being evaluated. She has included

evaluations this year in order to see which effort is worth putting time and energy into.

Second Annual Summer Fun Raffle: From July 1 to 20, the library will be selling raffle tickets for three donated baskets. Marketing will begin next week with an excerpt in the newsletter. Patrons can buy tickets in the library or online. Prices for tickets are 1 ticket for \$2, 3 tickets for \$5, 7 tickets for \$10, and 15 tickets for \$20.

Monthly Donor Club: Kick off for a newly branded monthly donor club. Updates to come.

Book Sale: There will be a big book sale in October in which Melanie as agreed to step up and help run the sale with Terri.

End of the Year Appeal: Terri will kick this event off at the Annual Meeting which will most likely be October. This event will run through the end of the calendar year.

Giving Tuesday: December 3 is Giving Tuesday, and there is a \$5,000 match donation for that day. Thank you to the donor.

Book-tique: We will be going back to our original Book-tique where we display a few tables of donated handcrafted items and a few good condition books for sale. This event will be about a week or two, and all proceeds go towards the library.

Other: Jean is planning on coming into the library once a week to study the donor database to acquire more knowledge on the library's donors.

The Philanthropy Committee plans to do a review in January to make sure they are on target.

Treasurer's Report

Eric wanted to first point out that the library has \$120,000 in operating reserves, and \$150,000 in unrestricted assets, meaning that the library has \$270,000 in reserved assets.

Next, he reported that while the library didn't accumulate as much revenue that was budgeted, the expense side was under what was budgeted as well. Eric projects that the library will have a small amount of revenue by the end of the fiscal year that can be rolled over to the next fiscal year.

Eric went over the proposed budget for the 2019/2020 FY. WCCLS funding will increase by 3% with no projection regarding Pool II money as suggested by Lisa Tattersall. Biggest expense for the next fiscal year fall under Payroll and Benefits. It includes the 2019 minimum pay wage raise that will begin July 2019. Several expense accounts project lessened spending for the next year. However, the budget shows a deficit of \$47,615. Eric pointed out once again that the projected of the actual financial numbers of the end of the current fiscal year is a revenue of \$8,000 that can be carried over as well as the unrestricted reserves.

Sam made a motion to adopt the budget as presented. Melanie seconded. The Board voted unanimously to adopt the proposed budget.

Other Business

Starting in August Daniel will lead the Board in a Strategic Planning session. His goal is to have a 2 – 3 year strategic plan for the library.

Sam is working on closing the current contract with the website developers, and making a new contract that will be for the monthly maintenance of the website.

Volunteers hours for the month:

Jean – 10 hours

Chris – 5 hours

Sam – 7 hours

Eric – 10 hours

Mel – 3 hours

There will be a pop-up book sale on June 22 from 10:00 AM – 5:00 PM

Next Board Meeting will be 07/17/2019 at 6:30 PM in the Aloha Community Library Community Room

Meeting adjourned at 8:19 PM