



# Aloha Community Library Association

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## The Aloha Community Library Association Board Meeting

**Time and Place:** Wednesday, November 20, 2019 at the Aloha Community Library Community Room

**Members Present:** Jean Doane, Daniel Hauser, Melanie Belles, Chris Lorentz, Eric Nickerson

**Members Absent:** Sam Sheikh, Cassie Roberts

**Library Staff Present:** Terri Palmer (Library Director), Jesse Castellanos (Assistant Library Director), Karen Turiano (Administrative Specialist)

Meeting was called to order at 6:45 PM

### Approval of October Minutes

It was requested that the meeting minutes be written in past tense

Daniel moved to approve the October minutes as amended

Chris seconded

The October board meeting minutes were approved

### WCCLS Report

It was announced that there will be Pool 2 money, amount is pending. It will be distributed this fiscal year.

Jean typed up notes from the meeting and will send them out to the rest of the board.

### Library Director's Report

The first "Coffee with the Director" will be November 21 from 3:00 PM – 4:00 pm

One of our On-Call Circulation Assistants, Sean, has gotten a full-time job. A job opening was posted to find an On-Call Bilingual Circulation Assistant. Three applicants were interviewed and there was a really strong candidate who was hired.

IDEA Committee meeting was cancelled, but a standard staff email signature was developed. It is easy to read and includes gender pronouns.

A representative from Census 2020 came in on Monday, November 18, and set up a table at the front of the library. She talked with patrons passing by about Census jobs and what the census is and its importance. Jared and Terri have proposed to the census representative at the WCCLS level on having Census Nights once a month from March to July. They are waiting to hear back from her.

A Website Maintenance Agreement has been approved and signed by John Chao.

A Janitorial Service was hired. Terri and Karen met with three companies and decided on Clean Solutions, who will clean Saturday after close or Sunday during the day, and Wednesday morning. The company quoted higher in regards to carpet cleaning, but Karen and Terri have contact information with the company who has been cleaning the carpets for the last few years, and will work with them.

The Library will be implementing a service desk model. Instead of having a separate reference desk and circulation desk, the two will be combined. The reference desk will be moved to behind the circulation desk. Circulation staff will be teamed up with a librarian as much as possible.

### **Youth Access Card Update**

It has officially begun and libraries have started distributing cards to various Beaverton School District schools. Jesse is working through Aloha Huber Park, and will also be working on Hazeldale Elementary, Aloha High School, and Mountain View Middle School. The deadline is January 15.

### **Development Director's/Philanthropy Committee Report**

Terri presented an update on fundraising efforts.

Year End Appeal will be announced at the end of next week.

Giving Tuesday is December 3.

The goal is to raise \$20,000 for the Year End Appeal, including a \$10,000 goal for Giving Tuesday.

### **Treasurer's/Finance Committee Report**

Jackie presented a spreadsheet that the Finance Committee can use to come up with a 5 year plan.

Finance Committee will meet early January.

### **Board Recruitment/Treasurer Recruitment**

Recruitment for more board members and treasurer is needed. Eric stated that he will stay until we find a new Treasurer. It was suggested to have an application form for interested board members.

### **Other Business**

The Annual Report was printed in house, therefore, extra copies are easy to access. Also, a corrected copy of the Strategic Plan is available as well. Both can be good tools to talk about the library.

### **Board Member Volunteer Hours**

Daniel – 5

Eric – 10

Chris – 16

Melanie – 34

Jean – 12

Meeting adjourned at 7:50 PM