



**ACLA BOARD MEETING**

Wednesday, September 16, 2020, 6:30pm

Online via Zoom

(due to Coronavirus precautions, the ACLA board of directors will meet remotely until further notice)

**Members Present:** Daniel Hauser (President), Julie Fairman (Secretary), Carol Henderson, Melanie Belles

**Members Absent:** Sam Sheikh, Ron O'Connor, Jean Doane

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

**Guests:** Jackie Ortega (Finance Committee Member)

**Call to order at 6:35 PM**

**Approve Minutes**

MOTION: Julie made a motion to approve the August Board Meeting Minutes. Carol seconded. All Board Members in attendance approved.

**Library Director's Report – Terri**

Terri presented a fundraiser for September that will focus on programming. The goal is to raise \$5,000 September 18 through September 30. It will primarily be a social media fundraiser, and the goal is to grow the library's donor base for the End of the Year Appeal.

Update on the current layout of the library: Six long tables for Curbside Pickup have replaced front library seating. The Community Room has been prepped as a quarantine room for the book donations drive that will be held on September 19. Staff who do not have their own desk have designated tables in the main library labelled with their names to prevent cross-contamination, and in different parts of the library from other staff on their team to adhere to the six feet social distancing rule. The alcove is the quarantine area for books that have been returned. Each bin is labelled with the time they were placed in the

alcove to make certain the material has gone through the required 120-hour quarantine time.

Circulation trends: The library had 10,600 check-ins in the month of January, and a little less in February. In March, the library was closed for half of the month due to the pandemic and the check-ins dropped by half. Book-drops were re-opened on June 8 and staff checked in 2,500 items during the month of June. Check-in has steadily increased since then.

Polaris check-out statistics for January was 9,094 with a slight drop in February at 8,876. March fell to about half of that due to the library closing because of the pandemic. Curbside services began in June and staff checked out 682 items. July's number jumped to 3,353, and another increase in August at 4,627. There is more staff involvement with physical check-outs because of multiple additional steps.

Overdrive check-outs are made up of e-books and downloadable audiobooks. January and February had around 1,280 each month which increased to 1,530 in March. April and May saw another increase to around 2,100 each month, and the numbers continue to increase even with curbside services.

Hazardous Air Warning: The library began cancelling curbside services Friday, September 11, due to the hazardous air quality warning. Cancellation decisions are made daily, usually when Washington County announces plans for the next day. Courier has not delivered since September 10. A limited number of staff is working in the library for no more than two hours at a time to keep checking in materials coming out of quarantine, and to pull holds to send out to patrons when courier resumes pick-up and delivery services.

Next Steps In Curbside Services: Staff is moving to a No Appointments service model in which patrons can drop in during regular curbside hours. A few appointment spots will be open to those who are unable, or do not want, to wait in queue. Staff is still trying to find a way to move the queue indoors as the season changes.

### **Monthly Financial Report – Karen**

The Library received over \$10,000 in donations for the month of August. One donor graciously donated \$8,000. Melanie and Terri held a Grab Bag book sale on August 22 which raised a gross of \$590 and an additional \$110 in donations.

There is underspending on the Expense side, primarily in payroll expenses and library collection. This will not be the case moving forward. Staff started ordering materials for the library collection in August which will increase the workload for an employee who has not been working their budgeted hours.

Library financials ended in a net income.

### **Finance Committee Report – Jackie**

A draft of the financial statements from Kern & Thompson was received on September 15. Karen has forwarded it to the Finance Committee who will review it. Karen's hard work on the Financial Review as applauded.

Once the final draft is received, preparation for the library's tax return will begin, as well as preparing a financial report for the Annual Meeting.

Other objectives the Finance Committee has for the 2020 – 2021 fiscal year are:

- Create & share annual committee calendar
- Support Re-Imagination Committee
- Recruit committee members
- Schedule joint meeting with Philanthropy committee in January
- Assess/vet CPA firms

Finance Committee has reviewed and updated all key financial documents. This review will be completed on an annual basis.

The Board was asked to review and approve the following policy changes:

#### Operational Reserve Policy

*Prior* – The Library Director in collaboration with the Finance Committee may access up to **\$12,000** for purposes as outlined above, as long as sufficient accounts or grants receivable are available to repay such usage within nine months' time.

*Revision* – The Library Director in collaboration with the Finance Committee may access up to **10% of current fund balance** for purposes as outlined above, as long as sufficient accounts or grants receivable are available to repay such usage within nine months' time.

*Rationale* – The balance of the fund is dynamic and can increase and decrease over time. Having a percentage rather than a distinct total allows for the appropriate control regardless of the total balance of the fund.

MOTION: Melanie made a motion to approve the change in the Operational Reserve Policy. Julie seconded the motion. All Board members present approved.

### Fixed Asset & Depreciation Policy

(This policy is found in the appendix of the Fiscal Policies & Procedures document)

*Prior* – The general capitalization policy is that all equipment and other fixed assets costing in excess of \$500 will be recorded as an asset.

*Revision* – The general capitalization policy is that all equipment and other fixed assets costing in excess of \$1,000 will be recorded as an asset.

*Rationale* – This change is based on the recommendation of our CPA firm and driven by the size of our organization as well as current standard best practices.

MOTION: Melanie made a motion to approve the change in the Fixed Asset & Depreciation Policy. Carol seconded the motion. All Board members present approved.

### **Philanthropy Committee Report – Daniel**

The committee did not meet in September but updated each other through email. Sam was unable to further his efforts with Zynga, the gaming company, but has turned his focus to finding funding from local credit unions.

Terri has updated the donor database and will run reports to get a bigger picture of who the library's donors are. This information will be useful for the End of the Year Appeal.

Terri is also working on the September fundraiser that will kick off on September 19 and go until September 30.

### **Reimagining Committee Update – Daniel**

Reimagining Committee is concentrating on gathering all the information they need to see what their options are to reach their goals.

There is uncertainty if the library can break the lease contract for the Community Room without a penalty. The committee will reach out to someone who can provide legal support in this. Another option to look at is if there is a possibility to sub-lease the Community Room.

Terri is gathering information on options to staff fundraising efforts. One option is to move a part-time staff member to full-time, and another option is to hire a full-time Development Director.

The Committee is looking at reducing the library open hours to the minimum needed to keep WCCLS membership and seeing how this will affect staffing. They are also looking at other staffing adjustments.

Approved by ACLA Board of Directors 10/21/2020

### **Bylaw Review Update – Daniel**

Daniel has not received any feedback on the most recent revision of the Bylaws that he sent out. His goal is to have a draft ready for approval at the next Board Meeting.

### **Other Business**

The Board discussed a date and time for the Annual Members Meeting. It will take place on November 16 at 6:00 PM on Zoom. Since this date falls in the third week of November, the regularly scheduled Board meeting will be cancelled.

Daniel will work with staff to design the Annual Report. Agenda for the Annual Meeting will include FY 2019 – 2020 financials, the bylaws review, Member approval of new Board Members, introduction of the Reimagining Committee, and the changes in operations that the library has gone through due to the pandemic.

Daniel is taking suggestions for a speaker to present during the Annual Meeting.

### **Volunteer Hours**

Melanie – 15  
Judy Belles – 8  
Julie – 10  
Daniel – 15  
Carol – 5.5

### **Meeting adjourned at 7:55 PM**