



ACLA BOARD MEETING

Wednesday, January 20, 2021, 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), Melanie Belles, Sam Sheikh, Ron O'Connor, Carol Henderson

Members Absent: None

Library Staff Present: Terri Palmer (Library Director), Jessie Castellanos (Assistant Library Director)

Guests: Jackie Ortega (Finance Committee Member), Kim Thomas - Board member candidate

Call to order at 6:35 PM

Introductions

Approve Minutes

- **Motion to approve December 16, 2020 Board meeting minutes:** Ron moved to approve. Carol seconded. All Board members present voted in favor.

Library Director's Report - Terri

Office Manager Position

- The application period closes on February 3.

Approved by ACLA Board of Directors 2/17/2021

- The position is posted on multiple venues, including Mac's List and Urban League of Portland, to increase potential for a diverse and qualified candidate pool.
- We have received three resumes so far.

Vaccination and Library Staff

Other libraries have inquired if library staff can be vaccinated in an earlier group. Per Oregon State Library representative to the Vaccine Group, this is not likely to happen. Staff vaccinations also do not mean that libraries will be able to open sooner. Even if library staff are vaccinated, the community is still at risk. Mask wearing and other precautions will remain in place.

Annual circulation statistics for 2020

- Check in totals down about 50% from 2019. Paid staff only are checking in materials. During normal years, volunteers handle most check in duties.
- Total circulation (Polaris check outs, renewals, Overdrive checkouts) down 39% from 2019
- Polaris checkouts down 53% from 2019
- Overdrive checkouts up 37% from 2019. Downloading audio and e-books has been very popular during the pandemic, so people can continue to read. WCCLS has emphasized Overdrive marketing, which has helped us reach more people locally than pre-pandemic.

Various and sundry

- Broken window in Community Room: Glass company will be contacted again by property manager.
- Meeting with property manager: Daniel and Terri will meet with Ryan Egge of Bales-Findley on January 22 at 11:00 am to discuss rent deferral.
- Coffee with the Director: Terri has restarted the monthly drop-in program virtually. Maggie Hannahs, Community Engagement Specialist, is attending to help capture patron questions and comments. Each meeting has drawn former supporters and one new person interested in learning about the library.

- Fine free: Washington County Board of Commissioners approved WCCLS ending fines as of January 26, 2021. Talking points will be put together by the WCCLS Communications Department.
- Donation drives: January, February, March - second Saturday of each month, 1-3pm. Set time for donations is the best way to handle incoming donations to comply with COVID restrictions.
- Book sales: Melanie and Judy Belles are preparing to hold another book bag sale within the next couple of months.

Finance Committee Report – Jackie

Payroll tax issues

In June, our payroll provider Benefit Mall was acquired by ADP mid-quarter. ADP did not file second quarter payroll taxes. This was missed during the monthly reconciliation process by library staff. We have received overdue filing and payment notices from the State of Oregon. Finance Committee and Terri have been working to resolve the issue to ensure that

- a. All taxes are filed
- b. All W2s are completed correctly

We have contracted with a CPA consultant for minimal hours to assist with filings. Many unforeseen circumstances combined with mistakes led to this situation. Staff and Finance Committee will work together to ensure procedures are in place so this does not happen again. They will also evaluate whether ADP will continue to serve as our payroll provider.

Other highlights

- Bookkeeping: Jackie is handling QuickBooks entries. There is an audit log in QuickBooks that provides transparency by tracking who makes changes in the system and when. Jackie plans to provide reconciled financial reports by the February board meeting, possibly sooner. There is full visibility of our bank accounts. There are no cash flow problems currently.

- Hiring of new Office Manager: Finance Committee members have offered support in reviewing resumes, interviewing, and onboarding a new Office Manager.
- PPP loan forgiveness application update: Finance Committee has halted the process until the end of January in hopes of submitting a simpler form of the PPP forgiveness application.
- 2nd round of PPP: The Finance Committee has determined that ACLA is not eligible to apply.
- Tax returns: Eric will continue to work on a draft for board review within the next two months. The filing deadline is May 20th.
- FY 2021/2022 budget: Staff will begin to prepare a draft budget over the next month. The Finance Committee will review drafts in March and April. A draft for Board review will be ready for the May meeting, with the final budget presented to the Board for approval in June.

Philanthropy Committee Report – Daniel

Year End Appeal goal was \$20,000. We have raised \$28,707.03 so far. Forty-one new donors have been added to the database. Our overall fundraising goal is \$70,000 for the fiscal year.

Spring fundraiser ideas are being generated, possibly for early May. The committee is seeking ideas to engage more new donors. Staff and committee members are exploring plans for a simplified auction to engage people in a different way. A reimagination of the annual tulip sale is also under consideration.

Daniel asked for a board member to volunteer to represent ACLA at the monthly Aloha Business Association meeting.

New Board Member - Daniel

Daniel asked for discussion regarding the proposal to invite Kim Thomas to join the Board.

Motion to approve Kim Thomas as a Board member. Sam moved. Ron seconded. All in attendance voted to approve. Welcome, Kim!

Bylaw Review Update - Daniel

Board reviewed the Bylaws edits, comments, and questions previously submitted. Daniel will make additional changes and submit for further discussion at the February board meeting. Board members should send any other revisions to the full board. All changes to Bylaws will also be presented to ACLA membership for approval at the fall annual members' meeting.

Motion to approve tracked changes and continue discussion of further changes in February. Melanie moved. Sam seconded. All Board members voted to approve.

Other Business

None.

Volunteer Hours

Julie - 9

Daniel - 15

Ron - 4

Carol - 3.5

Melanie - 5 (Petey- 1 hour)

Judy- 1.5 hours

Sam - 7

Meeting adjourned at 8:22 PM