



ACLA BOARD MEETING

Wednesday, February 17, 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, Kim Thomas

Members Absent: None

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

Guests: None

Call to order at 6:38 PM

Introductions

Approve Minutes

- **Motion to approve January 20, 2021 Board meeting minutes:** Sam moved to approve. Carol seconded. All Board members present voted in favor.

Finance Committee Report – Committee has not met since January. Terri will provide basic financial update during the Library Director's report.

Library Director's Report - Terri

Finance Report

- We still do not have complete information entered into QuickBooks. Financial reports still not available. Jackie is working to finalize Quarter 2 reports. Per Terri, as of today, Chase checking account total is close to \$200,000. Some staff continues to work fewer hours than budgeted for FY 20/21.
- Consultant CPA has given final input to the Finance Committee.

Approved by ACLA Board of Directors 3/17/2021

- Received additional tax notifications - Consultant checked and library does owe these taxes of \$1,107.22. Consultant cost so far is \$575.00.
- Rent deferral from Bales Findley LLC: Daniel received an update from property manager Ryan Egge. The property owner countered our offer with a more generous, shorter term offer - 50% forgiveness of main library and community room rents for six months, full CAM payments for each. This should save roughly \$20,000-30,000. Daniel and Terri will meet again with Ryan prior to the six month mark to determine if option can be extended.

Office Manager position

- Six applicants, four contacted for phone interviews, three responded.
- Two candidates will be interviewed by Terri, Carol, and Jesse next week.
- Hope to have a new Office Manager in place before April 1st.

Assistant Library Director's report (Jesse)

- Personalized Browsing Service: Overarching project for multiple staff since October. Launched in January. Expanded marketing currently underway. Nine bundle requests so far.
- Personalized list- more in depth search, items may come from other libraries
- Quick Picks - orders fulfilled from items available on shelf
- Fun to browse for patrons and we can direct people to this service.
- Youth services - take and make kits - 2-3 times a month. Patrons enjoy STEAM related activity. Some activities for teens on a smaller scale. This month features a live presentation with a cosplay character appearing at Princess Storytime.
- WCCLS usually hosts a county wide teen art contest. That program will not be offered. Aloha, Cedar Mill, and Beaverton have decided to work together on a local contest. YS staff are reaching out to middle and high school art teachers. Information on entering is posted on social media and website.

Employee driving policy and agreement (Terri)

- Employee driving policy needs to be put in place because of delivery service, off site outreach, book distribution at food sites/schools. Insurance company recommended a policy to protect ACLA. Terri prioritized employees most likely to drive for library projects. Policy in place since October. With approval of driving policy and agreement, services can expand.
- Terri sent a draft policy and driver agreement to the Board for review prior to the meeting.
- Sam asked about mileage compensation for library staff who are driving. After discussion, the Board requested that reimbursement be added to the policy, and

directed Terri to update wording of the policy and create procedures for mileage reimbursement.

- Question - Should insurance policy be reviewed by an attorney? Daniel stated that we may want to seek legal review of the policy. He suggested moving forward with approval and then amend the language later, if needed.
- Policy language to change - delete word "not"; Final sentence will read: ACLA will provide financial reimbursement for mileage driven while in service to the organization.
- **Motion to approve amended Employee Driving policy:** Sam moved to approve; Melanie seconded. Unanimous approval with updated mileage reimbursement language.

Philanthropy Committee and Philanthropy Team Update

- Grab and Go Book Sale: Saturday, March 20th, 9am-1pm; Huge thanks to Melanie and Judy Belles for sorting all of the donated items, putting books and movies into grab bags, and staffing the sale.
- Spring Fundraiser: Mid-May; silent auction will run over a few days. Board members are encouraged to consider how they can help with auction item procurement, reaching out to local businesses. Contact Julie with questions or auction item ideas.
- Donor newsletter: First quarterly newsletter went out last week. Included first ever donor survey, information about other ways donors can be involved with the library, and an impact statement from a new patron.
- Philanthropy plan for FY 21/22 is under construction. It will include a calendar of campaigns, events, newsletters, and meetings; specific goals for fundraising; donor stewardship plans, etc. Specific fundraising goals are dependent on the operations budget.

Other Business

None.

Volunteer Hours

Julie - 8

Daniel - 12

Ron - 1

Carol - 2

Melanie - 7 (Petey- 1 hour)

Judy- 3 hours

Sam - 7

Kim- 5

Meeting adjourned at 7:49 PM