



ACLA BOARD MEETING Wednesday, March 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), Sam Sheikh, Ron O'Connor, Carol Henderson, Kim Thomas

Members Absent: None

Library Staff Present: Terri Palmer (Library Director)

Guests: None

Call to order at 6:35 PM

Member check-in

Approve Minutes

- Motion to approve February 17, 2021 Board meeting minutes: Kim moved to approve. Ron seconded. All Board members present voted in favor.

Library Director's Report - Terri Office Manager hiring: Experiencing delays with background check provider. Terri will release the new employee's name when the hiring process is complete. Her start date is set for Monday, March 22. She will meet with Jackie for additional training. We will extend her hours to deal with the backlog for 2-3 weeks.

Operations updates: - Staff is transitioning from three teams to two teams in the library. One employee is fully vaccinated. A second has received one shot. Others eligible in April. Staff will keep two teams until more are vaccinated.

- So far, no major pushback from patrons about opening in person.

- Two processing volunteers have returned to help prepare new materials for circulation.

- Circulation Assistant Lesly Sanocki proposed accepting food donations during holds pick up service. Beginning March 29, we will offer a bin for patrons to donate food. Lesly will transport donations to Village Baptist Church on a regular basis.

- Move of the children's library will begin after the book sale is over on Saturday, March 20th. Terri has contacted the handyman volunteer to talk through plans. Plans for use of space for the remainder of the library will be developed over time as the library reopens, staff observe how patrons use the library after the pandemic, and necessary work can be planned and quotes gathered. Terri will prepare a use of space phases and stages presentation for the next Board meeting.

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- Depending on case counts and facility changes, staff may consider a plan to bring patrons in the lobby for browsing on a limited basis.

Financial Report - Terri The new Office Manager's first task will be to begin catch up and clean-up of bookkeeping. Spending continues under budgeted amounts, and some staff continue to work below targeted hours. Chase bank accounts continue to show consistent balance.

ACLA Financial Report Slide Deck - Jackie prepared; Daniel- delivered and discussed slides - Still waiting for an invitation from Chase to apply for PPP forgiveness.

- Rent reduction proposal was countered by Bales Findley, property owner. Suggested that ACLA pay 50% of base rent + full CAM charges for 6months (February 2021 - July 2021). Proposal was accepted. Daniel and Terri will meet with Ryan Egge, Property Manager, prior to the end of the agreement to ask for a continuation or to propose a different option.

- WCCLS Executive Board (city managers, nonprofit Board Presidents/Executive Directors) has started conversations about funding agreements that will be put in place beginning July 1, 2022 through the remainder of this levy cycle (June 30, 2026). Small groups of library directors and Executive Board members will form subcommittees to discuss portions of the full picture, i.e. service areas and populations, the funding model, and how funding can be distributed in an equitable way.

- FY 2021/2022 budget: Terri is working on a first draft to be uploaded to the Finance Committee Google drive by April 5. The draft will be discussed at the Finance Committee meeting on April 17.

Philanthropy Committee Report - Terri - Maggie is almost done compiling donor survey answers that will be distributed to the Philanthropy Committee. Most results were positive and in alignment with our library mission.

- Staff Philanthropy Team and Julie (Spring Fundraiser Coordinator) are very focused on the fundraiser. The fundraiser and campaign will run in 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. Auction items are needed by March 31st to begin marketing and build the online platform.

- New Washington County Commissioner Fai contributed \$400 from her discretionary fund to ACLA. Daniel and Terri will try to schedule a meeting with Commissioner Fai to establish a relationship.

- 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.

Other Business

None.

Volunteer Hours

Julie - 9 Daniel - 12 Ron - 4 Carol - 9.5 Melanie - many Judy- many Sam - 8 Kim- 5

Meeting adjourned at 8:05 PM

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