



ACLA BOARD MEETING

Wednesday, April 21, 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), Ron O'Connor, Carol Henderson, Kim Thomas, Melanie Belles

Members Absent: Sam Sheikh

Library Staff Present: Terri Palmer (Library Director), Maureen Jones (Office Manager)

Guests: Eric Nickerson and Jackie Ortega (Finance Committee members)

Call to order at 6:33 PM

Member check-in

Approve Minutes - Motion to approve March 17, 2021 Board meeting minutes: Kim moved to approve. Carol seconded. All Board members present voted in favor.

Library Director's Report - Terri - Washington County is expected to move back to High Risk status due to increases in COVID-19 cases and hospitalizations. Library may have to adjust the facility reopening timeline if this happens. - We have received confirmation from the Washington County Facilities Department that the outdoor ballot box will be installed in the next few days.

- Facility Plans: Changes are being made to create a children's library for play and exploration. Staff workspace will transition to the children's library, allowing Youth Services Librarians to connect better with families. Adult Services, Circulation, Admin, and Technical Services staff will also eventually move workspace to public areas to increase visibility for security purposes and to better serve patrons. The current staff workspace will likely become the new community room after moderate renovations to the floor. Other needs may be needed. See PowerPoint presentation on Stages and Phases for details.

Monthly Financial Report/ Finance Committee Report- Maureen, Jackie, and Terri - Everything reconciled August 2020-February 2021 - Actual and Full Budget spreadsheet shared Income- \$49,724 donations- half way to our goal. - \$25,000 to raise before the end of the year. - \$34,000 Washington County CARES grant - one time grant - Received approval from the Small Business Administration for full forgiveness of the PPP loan; now converts from loan to grant Expenses- Payroll- trending a little less as the library is not fully opened. - Contract services/leases- will meet budget - Library/office supplies- under budget - Rent reduction will see in March 2021 - CPA- review: Finance Committee will review whether our accountant still fulfills our needs, how costs compare to other accountants. - Finance Committee met many of last year's objectives and is planning next year's objectives

Approved by ACLA Board of Directors 5/19/2021

990 Review - Eric Nickerson - Nonprofits file a 990 form to provide transparency into finances and retain 501(c)(3) status - This form 990 is for July 1, 2019- June 30, 2020; due May 15, 2021 - Forms are open to public inspection; often used by donors to make sure an organization is well-run

- Part of the process is board review; Eric highlighted several portions of the report and entertained questions - Board reviewed 990 and all members present approved for filing with the IRS

Spring Fundraiser Report - Terri

- Auction dates: noon Monday, May 17 - noon Friday, May 21 - Need all auction donations turned in as soon as possible to begin preparing marketing - Maureen registered for a Stripe account to accept online payments through online auction website.

- Maggie is working on the auction platform and secured permission from Oregon Liquor Control Commission for Wine Wednesday on May 19th

- Marketing has started going out in print, online, e-blasts, social media, and more

- Ideas for ways board members can support the auction will be sent over the next few weeks.

Other Business -Volunteer Hours

Julie - 12

Daniel - 11

Ron - 5

Carol – 3

Melanie - 27.5

Judy- 24

Sam

Kim- 6.5

Meeting adjourned at 8: 21PM