



ACLA BOARD MEETING

Wednesday, May 19, 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), Kim Thomas, Melanie Belles, Sam Sheikh, Ron O'Connor

Members Absent: Carol Henderson

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

Guests: Pam Wagoner (online sales volunteer and potential board member), Jackie Ortega (Finance Committee member)

Call to order at 6:34 PM

Member check-in

Sam Sheikh resigned his position with the board. His service will be missed.

Approve Minutes

- **Motion to approve April 21, 2021 Board meeting minutes:** Melanie moved to approve. Kim seconded. All Board members present voted in favor.

Library Director's Report - Terri

- Mask mandate continues to be in place for staff and patrons. Fairness, equity, and feasibility taken into consideration.
- Reopening Tuesday, June 1- Saturday, June 5, with soft opening to test procedures. Service hours will remain the same for a period of time as staff transitions back to their regular schedules. Browsing will be limited to 30 minutes. Capacity will be limited initially to 20 patrons (not including staff). Printing by sending attachments will be available until computer use resumes. Self-service photocopier use will be available for patrons. Curbside and delivery services also remain as options. Marketed opening will be Monday, June 7.
 - Not yet ready for: computers, toys, restrooms, seating and book sales (may change based upon Terri's discretion)
- Billing for lost library materials

Approved by ACLA Board of Directors 6/16/2021

- Billing for long overdue items (25 days past due date) resumed May 18
 - Approximately 1/3 of long overdue items countywide were returned after third overdue notice sent by WCCLS
 - ACL has 438 long overdue items as of today, but this changes every day as items are returned and more go into long overdue status
- ARPA funding: Daniel reported that he and Terri sent a proposal for ARPA funding to Representative Campos for \$110,000, which included staffing, collection, programming, and furnishing funds for the new children's library. Representative Campos has chosen ACLA as a recipient for about half of the requested amount (does not include staff support), so the proposal now moves through to the next rounds of approval. If approved, funding will likely come by late summer or fall.

Monthly Financial Report/ Finance Committee Report - Maureen and Jackie

- Maureen continues to catch up on bookkeeping entries and cleaning up QuickBooks.
- Expenses-
 - Payroll is trending under budget as the library is not fully opened, some staff are not yet working all of their allotted hours; this will change as the library reopens.
 - Now that staff is on-site more and ramp up to reopening is happening, spending is getting back on track in other areas, like collections and supplies.
- Jackie- Finance Committee Update
 - Current focus is assisting with budget for FY 2021/2022; final draft will be presented at June Board meeting.
 - Considering a cost of living allowance for staff of 2%
 - Budget includes another 10% cut to collection budget
 - Non-government grant opportunities and increased donations are part of the philanthropy plan to increase income
 - Daniel and Terri hope to meet with Ryan (Bales-Findley) to discuss extending rent reduction for another period of time.
 - Deficit of ~\$25,000 in the current draft.
- Some issues with ADP (payroll provider) continue; Maureen is working with ADP to resolve the final pieces of the payroll tax situation and ensure

the correct transportation tax is deducted from our accounts (TriMet instead of Lane County).

- Terri is working to gain access to the OregonSaves account to make sure we return to making monthly allocations to employees' retirement accounts at time of payroll.

- 990 tax return has been filed electronically. Eric Nickerson also filed the Oregon state tax return (CT-12).

- Landlord (Bales-Findley) has inquired if we would be interested in giving up 8'-10' of the width of the children's library so that the veterinarian can expand their space. A new wall would likely fall in line with the restroom and extend to the windows (losing the storage room/kitchenette and that portion of the library). It was determined that the impact on the new children's library would be detrimental to the new vision for that space.

Spring Fundraiser Report - Terri

- Spring renewal campaign is ongoing until June 30th. 203 appeal letters went out late last week. Donations so far \$550. Auction started Monday at 12:00pm and will end at 12:00pm on Friday, May 21. There are some bidding wars going on. Leading bids \$1800 so far. High bids on all packages add up to over \$2500.

Other Business-

- Prospective new Board member, Pam Wagoner, shared her experience and history of supporting libraries.

Motion to invite Pam Wagoner to join the ACLA Board of Directors - Ron moved to invite Pam to join the Board, and Melanie seconded. Pam's application for Board membership was approved unanimously.

-Volunteer Hours

Julie - 6

Daniel - 12

Ron - 4

Carol - 3

Melanie - 3

Kim- 5.5

Meeting adjourned at 7:58 PM