



ACLA Board meeting  
Wednesday, June 16, 2021, 6:30pm  
Online via Zoom  
(due to Coronavirus precautions, the ACLA Board of Directors  
will meet remotely until further notice)

**Board members present:** Daniel Hauser, Kim Thomas, Carol Henderson, Pam Wagoner, Melanie Belles, Ron O'Connor

**Board members absent:** Julie Fairman

**Staff present:** Jesse Castellanos (Assistant Library Director), Terri Palmer (Library Director), Maureen Jones (Office Manager)

**Guests:** Eric Nickerson (Finance Committee), Jackie Ortega (Finance Committee), Helen Chandler (prospective Board member)

### **Call to order at 6:32pm**

**Introductions:** Helen Chandler is interested in joining the Board. She and her family discovered ACL during the pandemic, and she has enjoyed the warm welcome from staff during holds pick up service. Helen is an elementary school teacher with a passion for getting kids to read books that they cannot put down. She would love to learn more about how the library operates and to be a part of envisioning the library's future.

### **Financial Reports - Maureen**

- Budget vs actuals (July 1, 2020 - May 31, 2021)
  - o Rent reduction continues through July, so that total is below projections.
  - o Utilities continue below projections, but will likely increase as we continue to expand services and have people in the building for longer periods.
  - o Janitorial supplies costs will also likely increase; a large amount was budgeted for janitorial supplies this year in case of increased cleaning during the pandemic, but not much has been ordered since we remained closed for so long.

- Some expenses have been moved from the children's programming line to the Ready to Read grant line.
- Daniel noticed some issues with the YTD lines in the report not adding up correctly, but the totals and actuals appear to be correct. Maureen will make corrections.
- Statement of financial position
  - Distributions to employees' OregonSaves accounts, the optional retirement savings program provided through the State of Oregon, have not been dispersed on a monthly basis as we had committed to do. Terri has gained access to the ACLA account and initiated one disbursement. Maureen has determined the remaining amount to be dispersed with the next payroll at the end of June. She contacted OregonSaves to find out how to determine the rate of lost interest accrued so we can make an additional deposit for each employee as a way to ensure accounts are caught up. The representative stated that they have no way to make that determination. Eric Nickerson suggested using the method utilized to correct for 401(k) accounts and offered to assist with a more detailed set of instructions. Jackie added that with new journal entries and protocols in place, this kind of issue will be avoided in the future.
  - Eric also noted that since the PPP loan was fully forgiven, it can be reclassified as grant income.

### **Budget FY 21/22 – Terri and Finance Committee**

- Terri presented the proposed budget for the next fiscal year. The goal behind the funding decisions is to retain as many staff as possible in order to maintain service levels, and to drastically narrow the deficit to build for long term sustainability.
- Daniel corrected the "Total 826000 - Building Maintenance" line from \$20,476.00 to \$8,800.00 (due to decreased janitorial costs). This decreased the total deficit from \$16,749.00 to \$5,073.00. Terri updated the budget spreadsheet during the meeting to reflect these changes.
- Board members had many questions about how librarians select new materials, decide what materials should be weeded, and how collection size is determined. Terri offered a basic overview of the process and will begin to schedule Board meeting presentations by staff members to provide more in-depth information about different aspects of library work.
- Jackie pointed out that the general field standard is that collection expenditures should be around 10% of a total budget. With a budget of

\$670,000, if we were following that standard, our collection budget should be closer to \$67,000, instead of \$27,000. She also highlighted the lack of funding for IT needs over the past few years as staff tried to hold costs down, which is now showing up as a desperate need to replace equipment. She reminded the Board that the rent reduction is appreciated but not yet confirmed or a long term solution. There is a need to increase funding to meet needs for the long term.

- Daniel reiterated the goal to chart a sustainable path forward to growth. He updated that we have not heard from Ryan Egge (Bales-Findley) regarding extension of the rent reduction. The extension has been included in the final budget draft, because of Ryan's confidence that the proposal would be accepted by the property owners. We may need to update the budget if they do not accept the proposal or make a different offer.
- ARPA funding for the children's library has also not been confirmed. It has not been included in the budget.
- Eric stated that the budget is a living document and will, as always be updated during the year, especially if grant funding is received. The Finance Committee monitors and makes adjustments, as needed.
- **Motion to approve the budget for Fiscal Year 2021/2022 with updates to Building Maintenance total costs as made by Terri: Ron motioned, Carol seconded. Approved unanimously by all members present.**

#### **Approval of minutes**

- **Motion to approve May 19, 2021, Board meeting minutes: Carol move to approve, Kim seconded. Approved unanimously by all members present.**

#### **Library Director's Report – Terri**

- Reopening: We are serving 50-85 people per day since reopening the library. Reduced hours continue as Terri plans the new staff schedule. Hours will likely be extended, possibly to new service hours, in July.
- Next steps for reopening include opening computer use and printing, adding book sale shelves, bringing back circulation and online sales volunteers, hanging the community weaving project, and considering when to add seating, small in-person programs, and in-person book sales.
- New hours of operation
  - o Mondays – Thursdays: 10am-7pm
  - o Fridays & Saturdays: 10am-5pm
  - o New hours provide consistency for patrons and for scheduling staff; increases total hours of operation from 49 to 50 hours per week; uses

staff time more effectively, since foot traffic dropped dramatically the last hour of each day pre-pandemic; provides the opportunity to expand morning children's and adult programs; moves staff and patrons out of the building earlier in the evening, before the bar gets too busy.

- Looking forward to projects as we transition out of the pandemic
  - o Revisit strategic plan and set new goals
  - o Review/rewrite employee, volunteer, and operations policies
  - o Work with departments to set goals for next fiscal year
  - o Research, complete pre-work, and set timeline for evaluation and planning of the main library space (using the Public Library Association's *Design Thinking for Libraries: A Toolkit for Patron-Centered Design*)

### **Spring fundraiser update - Terri**

- Closing gap toward campaign goal to raise \$15,000
- There were more checks in the mail. Terri will update totals by next week.
- Daniel added his thanks to the Board for hard work and pointed out that it has been years since the Board has worked so closely with staff on a fundraiser like the auction.
- Many thanks again to Julie for her leadership of the Board's auction item procurement and to Maggie for all of her work on setting up the auction website, wrangling auction item details, marketing efforts, and more!

### **Philanthropy Committee - Daniel**

- Daniel will send email to Philanthropy Committee with possible meeting dates. The committee will debrief the spring fundraiser and work on the philanthropy plan for FY 21/22.

### **Other business –**

- Prospective new Board member: **Motion to invite Helen Chandler to join the ACLA Board of Directors: Melanie motioned, Kim seconded. Helen's application for Board membership was approved unanimously.**
- Daniel: We will likely cancel either July or August meeting. Daniel and Terri will determine which month will be better to meet. Watch for an update from Daniel.

### **Volunteer hours**

Melanie - 4

Approved by ACLA Board of Directors 8/18/2021

Ron - 4  
Kim - 3  
Pam – 2.5  
Carol - 3  
Daniel – 10

**Meeting adjourned at 8:24pm**