



Aloha Community Library Association – Board Meeting

October 20, 2021, 6:30 pm via Zoom

Board members present: Melanie Belles, Helen Chandler, Julie Fairman, Daniel Hauser, Ron O'Connor, Kim Thomas

Board members absent: Pam Wagoner

Staff present: Terri Palmer (Library Director)

Call to order at 6:34pm

Approval of September Minutes

- Amendment: In Other business section of the September notes state Julie Fairman nominated as Secretary. Should be changed to Kim Thomas nominated as Secretary.
- Amendment: In Other business section of the September notes states "All cabinet positions". Should be changed to "All board positions".
- Motion to approve the amended minutes brought forward by Ron O'Connor, and seconded by Kim Thomas. Unanimous approval voted by the Board.

Library Director's Report

HVAC

- The library is still without HVAC
- Don's Air Care is unable to do anything more regarding the HVAC
- Ryan Egge, Property Manager, is working to get an electrician on-site to troubleshoot
 - It is believed there is a missing circuit box that needs to be located
 - Finally feels like we're moving in the right direction
- Because of inadequate airflow to meet OSHA requirements, the doors to library need to remain open during open hours
- Currently, the library has space heaters to keep the staff warm
 - One space heater stopped working, so the library purchased a replacement
 - Helen also offered to bring in another space heater
- Very frustrating, as there has been issues with the HVAC outage since August

- There were other tenants in the complex having HVAC issues back in August, they also used Don's Air Care
 - The Peppermill uses a different HVAC company
- If the HVAC issues are not resolved, we may look for legal advice regarding landlord tenant agreements and habitable conditions

Office Manager

- Maureen Jones, the ACLA Office Manager, resigned
- Office Manager position opening posted October 15, 2021 and will close November 8, 2021
- This has been a position that is hard to get placed, even when it was full-time (it is now 16 hours per week)
 - If it continues as a problem, we may need to contract a bookkeeper

Halloween Trick or Treat Trail

- October 30, 2021, 12:00pm-3:00pm
- Will create a route through the library
- Will offer games, treats, bagged refreshments, take-and-make crafts, photo booth
- Costume parade will be featured on Facebook
 - Only if parents approve photos to be shared
- Need volunteers to help with stations along the route through the library and to keep folks moving through
 - Do not need to volunteer for the full time
 - Get in touch with Terri, if interested in volunteering
- Julie Fairman offered to volunteer

School Relationships

- Youth Services team (Jesse Castellanos and Katie Patterson) and Terri Palmer met with Beaverton City Library to work out roles and responsibilities for serving students and their families at Aloha schools
- Our staff will partner with Beaverton City Library to serve Kinnaman Elementary and Aloha-Huber Park K-8 and ensure the families know we are their local library

Monthly Financial Report

Finance Committee

- Looking for volunteers for the Finance Committee
- If anyone knows of folks with an interest in joining, please pass the information along
- Helen: her husband would like to get involved with finance committee

- He can spend 2 hours/week
- Kim: will talk to her husband about it, he has experience with payroll, bookkeeping

Presentation of Financial Report

- Payroll is currently showing under budget
 - New Office Manager can hopefully work more hours
 - Still using custodial service, as Terri has not had time to hire a Janitor
 - Expect this budget gap to get closer to budget once these positions are filled
- There will be changes to allocation payments from Washington County Cooperative Library Services
 - Effective July 2022, payments will no longer be monthly
 - These payments will move to quarterly

Philanthropy Committee

Overall Donation Updates

- Over \$9000 raised to date this fiscal year, as of prior week
- Also received \$1500 check for Vox books

September Raffle

- Very successful fundraiser!
- In addition to the raffle-specific donations, the library also received approximately \$500 in donations
- We hope to do this fundraiser again next year

Giving Tuesday

- In the past few years we've had a \$5000 donor match contribution
 - This year, we've secured a \$2000 donor match contribution
 - We're working to secure match donations to get to the \$5000 match again this year
 - As of October 18th we were within a few hundred dollars of meeting this goal
 - November 5th is our deadline to meet this goal

Year End Goal

- Our goal is to raise \$30,000 by the end of the year
 - This does not include Giving Tuesday donations
- Hoping to use Year End Appeal efforts to meet this goal

Tulip Sale Fundraiser

- Helen will lead the Tulip Sale
- Julie will support
- Depending on the pandemic, we may try to combine this with a Used Book Sale

Spring Auction Fundraiser

- Kim will lead the Spring Auction
- Julie will support

adVANCE Grant Opportunities from Local Businesses

- Terri attended this event
- She met with Oregon Community Foundation, Columbia Bank, First Tech Credit Union
- She also met with a few other representatives working on projects in Aloha
 - College Possible – Aloha High School
 - Project Homeless Connect Washington County – starting a day center in Hillsboro

Next Philanthropy Committee Meeting

- Planned for November 10, 2021

Annual Meeting

- Proposed meeting date, November 17, 2021 6:30pm-8:30pm
 - This time would replace our monthly Board meeting
- Introduce new members since the last Annual Meeting
 - New members should plan to provide a brief introduction and what lead them to volunteer for the ACLA Board
- Present highlights of the past year
- Celebrate the achievements of Terri and her team
- Review bylaw changes
 - Plan to do this at the end
- **ACTION:** Terri will send Zoom link invite to Board Members

Volunteer Hours

- Melanie – 2
- Julie - 7
- Daniel - 12
- Ron - 3

- Kim – 6
- Helen – 3