

Aloha Community Library Association – Board Meeting

December 1, 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: none

Staff present: Terri Palmer (Library Director)

Guest: Jessica Otto

Call to order at 6:34pm

Approval of September Minutes

- Motion to approve the amended minutes brought forward by Helen Chandler, and seconded by Julie Fairman. Unanimous approval voted by the Board.

Introductions

- Jessica Otto has joined as a guest for this meeting and introduced herself, as she is interested in joining the ACLA Board
 - She works at the Newberg Public Library as an Adult Reference Librarian, and is on-call at the City of Sherwood Public Library
 - Prior to working as a librarian, she worked in banking for 12 years

Library Director's Report

Office Manager Position

- Interview scheduled 12/2/2021
- Additional candidate for only the bookkeeping part of the job, if unable to find a suitable candidate for the Office Manager role

VoxBooks Donation

- The order has been placed to start our VoxBooks collection
- The \$1500 donation was supplemented with some Ready-to-Read funds to create a nice start to the collection

Volunteers

- Still not taking applications for new volunteers
 - Currently have a good balance between volunteers and staff to keep things going with library's current open hours
- Teen Volunteers
 - Received a few inquiries

Approved by ACLA Board of Directors 1/19/2022

- Katie is working on opportunities where we can use teen volunteers for projects they can do from home
 - Putting together Take and Make Kits
 - Working on book reviews

Programs

- Still doing programs virtually
 - Take and Make Kits
 - Online Storytime
 - Currently only doing one Storytime per week
 - Creating new YouTube recordings, so they will be available on-demand, rather than live

Staff Stress

- Staff is trying to come up with new ways to help people
- Morale also a bit low
 - Pandemic stress
 - Still not at pre-pandemic service levels, as we're still in the midst of it all
 - Still having to remind patrons to wear masks, and/or wear them properly
- Staff has been thrilled about the response to Giving Tuesday fundraising and the Warm Clothing Drive
- Could have staff join a future board meeting
- Board suggested we could bring treats, thank you cards, etc.
- The idea of a wage increase also came up

Warm Clothing Drive and Pop-up Shop

- Over 80 shoppers were served!
- Plan to keep some of the leftovers in storage area in case people in need visit the library
 - Hopefully can help them until they are able to connect with other services
- We've connected with the Beaverton School District to donate the leftover items we won't keep on hand to their Clothes for Kids program

COVID

- Library staff are still getting their booster shots
- Some patrons are still not wearing masks, or not wearing them properly
 - Stressful for staff and others
- Still not offering technical assistance on the computers
 - Have been providing what help can be done from a distance, if quick guidance

- Example: helping patrons with job applications
 - One patron has applied for several jobs, and now has 3 jobs!
- There are more patrons coming in to sit and/or study
- Considering extending hours, maybe starting in February

HVAC

- The electrician found the panel on the roof and now the library has heat and a light that is no longer blinking

Monthly Financial Report

- Donations in October exceeded goal, though we're a little behind year-to-date
- Online book sales are trending up a bit, but bumps in costs cut into the funds raised
- Technical expenses a bit lower right now, but this number will go up, since some of this money will be spent when various licenses get renewed
- Tracking of expenses on expectation on current lease
 - Discount will be expiring this month
 - Need to get back in touch with Ryan about this
- We're one step closer to the \$56,000 Children's Library grant

Philanthropy Committee

- Julie is now the Chair of the Philanthropy Committee

Giving Tuesday

- We raised \$13,770!
- Our previous goal had been \$10,000, so we set a stretch goal of \$14,000

Year End Giving

- Our goal is \$40,000 and we've got about \$26,000 more to go
- Letters have been sent out to solicit additional donations
- The groundwork has been rolled out and sharing the Library's activities and stories on social media
 - Meet the Staff posts
 - Warm Clothing Drive
 - Giving Tuesday fundraising amounts
- Board calls to donors
 - Terri has sent out the Board Phone Call List:

<https://docs.google.com/spreadsheets/d/1li9ytXQHbXju3RLoiDmGUoXYQA9TwuhG29OxcjsoY0M/edit#gid=2077307091>
 - Board members need to sign up for who they will contact

- Terri has a talking points document:
 - <https://docs.google.com/document/d/1jiO6Hd9b3l738k8rZ-S9GLz7v6z8PVKmUnRNSeaLCNI/edit?usp=sharing>
- If any donors are interested in visits, tours, etc. reach out to Terri and she can coordinate
- Daniel and Terri are also available for coaching, if any board members are interested
- Idea of how a call might go:
 - Introduce yourself, thank them for donation, ask what inspired them to give
 - If asking for a donation, okay to ask at least the targeting donation amount or more
 - Let them know how to donate and we appreciate that they continue supporting ACLA
- If calling and getting voicemail:
 - Introduce self, thanks, you'd love to chat with them and find out what inspired them to give to ACLA, and that you will follow up and reach out again
 - Daniel likes to give 3 tries
 - Final call, instruct how they can donate and that we appreciate their continued support of ACLA
- When talking with folks, have a conversation
 - It's great to connect
 - Pets? Kids? Grandkids?
 - Favorite author?
 - Favorite book?
 - Best thing they've read this year?
 - Take notes
 - These types of information are great to capture in our donor database for future contact

Officer Elections

Board Secretary

- Daniel nominated Kim Thomas
- Helen seconded
- Kim accepted the nomination
- Vote: unanimous

Vice President

- Ron nominated Julie Fairman
- Helen seconded
- Julie accepted the nomination
- Vote: unanimous

President

- Ron nominated Daniel Hauser
- Julie seconded
- Daniel accepted the nomination
- Vote: unanimous

New Board Member Vote

- Discussed Jessica Otto's desire to join the board
- Ron moved to offer Jessica a board position
- Melanie seconded
- Unanimous support
- Beth Lewis, who also attended the Annual Meeting is interested in joining the board
 - Terri or Daniel will speak with her before the January board meeting

Next Meetings

- December Philanthropy Committee – no meeting this month
- January Board Meeting – January 19th 6:30pm

Volunteer Hours

- Ron – 3
- Julie – 11
- Melanie – 4
- Daniel – 8
- Kim - 12