

Aloha Community Library Association – Board Meeting Minutes

January 19, 2022, 6:30 pm via Zoom

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

Board members absent: none

Staff present: Terri Palmer (Library Director), Jesse Castellanos (Assistant Library Director)

Guests: Beth Lewis, Dick Schouten

Call to order at 6:32pm

Approval of December Minutes

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

Introductions

- Beth Lewis has joined as a guest for this meeting and introduced herself, as she is interested in joining the ACLA Board
 - Involved with Hillsboro Downtown Partnership
 - Has served as a Treasurer in the past
 - Very connected with theater groups, and has a theater background
 - Patron of the Aloha Community Library
- Dick Schouten has joined as a guest for this meeting and introduced himself, as he is interested in joining the ACLA Board
 - Has served on a number of boards over the years
 - Served as a Washington County Commissioner for a number of years
 - Deeply involved in our local community
 - Hoping to help bring growth to ACLA

Library Director's Report

Office Manager Position

- New Office Manager, Kendal McDonald, began training at the end of December
- Just a few items to transition from Maureen, as Kendal is ramping up

Approved by ACLA Board of Directors 2/16/2022

2021 Circulation Numbers

- Total - 151,079
 - Better than first full year as part of Washington County Cooperative Library Services (WCCLS) – 120,723
 - Not quite up to 2019 (pre-pandemic) number – 173,324
- E-book checkouts rose dramatically during the pandemic

Hours of Operation

- There are still a number of staff absences due to illness and COVID exposure
- Once we get through this wave of Omicron variant, we can re-evaluate opening beyond the current 30 hours/week

Volunteers

- Still not taking applications for new volunteers
 - Close contact required for training
 - At this time, Staff is still working on jobs that Volunteers normally handle

Property

- Rent reduction will run January-June 2022
 - 50% off base rent for both locations, but full common area fees
 - Retroactive for January
 - We know this reduction won't last forever
 - They will provide a glide path
 - Won't go from half-rent to full-rent the next month, will incrementally increase
- Building owners want the library to continue to be a part of the community
 - The rent reduction is a great gift
- The space formerly occupied by Bale's has been leased
 - Basics Market will be moving in
 - No opening date yet
 - The vision/mission of Basics Market ties in with the vision of the ACLA and the Farmer's Market held in the shopping center as well
 - We might be able to partner with them for programs in the future

LibraryAware / MailerLite Update

- Transitioning from LibraryAware to MailerLite mass email platform
- MailerLite has a lot more functionality
- Maggie is currently working on migrating data over
- February newsletter should be on the new platform
- Will run parallel with both systems until Summer

Cultural Coalition – Washington County Grant

- Looking forward to bringing teen art program to local youth

Beaverton School District – Youth Library Cards

- Partnership between Beaverton School District and WCCLS libraries located within BSD boundaries to issue library cards to all kids automatically
- Each WCCLS library has a defined service area that includes public schools. Libraries create the cards for the schools within their service area. Students are registered at the library that created their card.
- They can change their “registered at library” by calling or stopping by the library
 - This also impacts which library their holds automatically go to

Monthly Financial Report

- We've been without a Treasurer for over a year
 - We've had a few hiccups, but corrections made
- Kendal is 3 weeks into the job as Office Manager

Fundraising/Revenue

- Year-end fundraising was good, though we didn't meet our goal
- December book sale was also good
- Catching up on book orders and programming picking up
- Net revenue is positive and we have money to pay the bills

Savings

- Savings account
 - Not restricted funding
 - ARPA funding will likely be in that account until we begin spending it; the Finance Committee may have ideas for how to handle this
- Question: What is our policy on the Money Market account?
 - Should be transfer excess over \$120k?
 - Will need to research

Spending

- Payroll has been under forecast
- Have not yet hired a Janitor, so our Janitorial expenses are higher for now

Form 990

- Presented to the Board
- Nearly the same as previous Form 990
- Beth has familiarity with 990 and based on reviewing, there may be some future policy updates that could be made
 - Some policy changes can help with GuideStar rating
- If anyone has any concerns, please let Daniel know

Philanthropy Committee

- Maggie spends about 75% of her time on philanthropy work
 - Having dedicated staff to focus on consistency of data entry, event planning, fundraising messaging, and more has been a huge help to Terri
 - Working on MailerLite transition and migration which will allow staff to segment emails to different donor groups

End of Year Giving

- Year end goal of \$40,000, but we raised \$22,000
- Giving Tuesday raised \$14,000
- Pay What You Will Book Sale in December raised \$1600

Major Gift Donor

- Terri is putting the plan back together for larger donations

Spring Auction Fundraiser

- We need the board to step in and help!
- We've been reaching out to a number of businesses asking for them to contribute goods and services for our Spring Auction
- So far, we have not secured many items

- It would be great for everyone to take a look at the [Spring Auction 2022 procurement ideas](#)
 - If you have ideas that aren't listed, please reach out to Terri and Maggie to run your idea past them
- Track businesses you've reached out to on the Approached tab of the [Spring Auction 2022 Procurement Progress](#) workbook
 - If you receive confirmation that an item will be donated, please track on the Committed tab of this same workbook
- Now is a great time to work your network! Reach out to people you might know who could donate goods and services, or folks that might be willing to purchase a gift card for goods and services

ARPA Grant

- Funding for the Children's library
- Will predominantly pay for new purpose-built shelving that is safer for children; funding available after purchase and installation of new shelves will support replacing children's library technology, STEAM programming, and lots of other great things happening in the library!

Tulip sale

- Scheduled for April 9; pre-orders will begin in early March
- Book sale will begin mid-March and run through April 9 to try to drive more tulip purchases

Executive Committee

- Daniel will reach out to Executive Committee to plan a meeting and plan a board retreat

Other Business

- If anyone has future agenda items for a board meeting, please email Daniel

New Board Member Vote

- Discussed Beth Lewis's desire to join the board
- Helen moved to offer Beth a board position
- Ron seconded
- Unanimous support

- Discussed Dick Schouten's desire to join the board
- Julie moved to offer Dick a board position

- Helen seconded
- Unanimous support

Hours

- Ron – 3
- Julie – 9
- Helen - 3
- Melanie – 18
- Daniel – 15
- Kim - 12