

Aloha Community Library Association – Board Meeting

February 16, 2022 6:30 pm via Zoom

Board members present: Melanie Belles, Julie Fairman, Daniel Hauser, Beth Lewis, Ron O'Connor, Jessica Otto, Dick Schouten, Kim Thomas

Board members absent: Helen Chandler

Staff present: Terri Palmer (Library Director), Jesse Castellano, Katie Patterson, John Forshew

Call to order at 6:36pm

Approval of January Minutes

- Motion to approve the amended minutes brought forward by Julie Fairman, and seconded by Melanie Belles. Votes: 1 abstention from Dick Schouten, as he was not present as a board member at the January meeting. The rest of the board unanimously approved the minutes.

Library Director's Report

New Tax Issues

- Additional issues as a result of the transition to ADP for payroll processing in June 2020
- IRS credit payments from Form 941 account for the period ending June 30, 2020
 - IRS claims to have not yet received 2019 Form 990
 - 2019 Form 990 was filed May 2020 by Eric Nickerson
 - IRS is far behind and receiving thousands of calls per minute, so we have not talked to a representative
 - Will follow the instructions for those who have already filed
 - Send a newly signed copy of Form 990 with a cover letter explaining the situation
- State Transportation Tax for 2019 annual filing was filled out incorrectly by ADP
 - Believe traced back to correct amounts and refiled online
 - Pending with the state, but likely resolved
 - When we transitioned to ADP, they indicated in our records at that time that we are located in Lane County, so subjected to Lane County Transit Tax
 - Three people have attempted to resolve this issue over the past year
 - ADP records show we were transitioned to TriMet transit taxes last year

Approved by ACLA Board of Directors 3/16/2022

- Received another notice that there is a problem with Lane County Transit Tax, which we believe was generated around the time Kendal was told the situation was resolved
- While researching further, Kendal discovered nonprofits are exempt from Transit Payroll Taxes, so she is looking into this further

Vaccine Clinic

- The library will host vaccine clinic March 10th 4:00pm-7:00pm
- If not offering expanded hours yet, will stay open for this event
- Not sure if it will be indoors or outdoors
 - It will depend on if the space meets the needs (privacy, etc.)
 - If not, will be outdoors, similar to Farmers' Market
- It will be a nice way to introduce folks to the library, if they aren't already patrons

Maintenance Request

- There is a new leak in the roof
- Have contacted building maintenance
- Presenting to board, in case the leak becomes worse and causes further damage

Patron Trespass

- Probable patron trespass in near future
- There is a patron who has crossed the line, making staff and/or other patrons feel unsafe or threatened
- We may need to let this patron know that they are not welcome to visit again in the future
- Terri has also talked with mall security
 - They are not familiar with the particular patron
 - Suggested contacting the sheriff if needed

America Rescue Plan Act (ARPA) Grant

- Announcement went out in email blast in patron/donor newsletter and in Facebook post
 - Terri receiving positive response to the email, donor calls, and there are positive comments in response to the Facebook post
 - Representative Campos is thanked in the messaging
 - Commissioner Fai encouraged the library to apply
 - The relationships with Campos and Fai are important and exciting!

Resources/Materials for Services

- Question was raised asking about availability of resources/materials for folks who might need community services/assistance
- Materials are on hand in the library
 - Hygiene kits in restrooms
 - There are other resources/pamphlets in restrooms to offer privacy
 - Keeping these in the restrooms allows privacy and not needing to come up to the desk to ask to get brochures
- Library staff also keep in the loop on housing, food scarcity, what is happening in the community, and what services are available

Library Collections Policy Review

- Library staff did a great job presenting the need to update the library's collections policy
- Citing freedom of information and freedom of expression as core to democracy
 - People should be able to make their own choices
- Also cited the American Library Association's Library Bill of Rights

- There have been a number of book challenges arising in libraries over the past several months
 - High incidence of the targeted books are about marginalized groups/individuals, especially LGBTQ and BIPOC
- Cedar Mill Library has recently received a book challenge, so it means a similar challenge could make its way to the Aloha Community Library
- Comment: Dick added that with regard to mentioning the First Amendment in the Collection Development Policy, consider including both the state and US Constitutions, as the Oregon State Constitution is more expansive in protection of free speech; staff will update policy with this change
- Will review every 3 years
- Left room to continue developing the collection
 - Library of Things – starting soon, first item will be charging cords
 - Could eventually include things like bike locks
 - Special Collections
 - An example talked about before would be a collection of Aloha High School Year Books
 - Languages other than English, focus on languages spoken by members in the community
 - Julie mentioned that at Hyland Park Middle School there are 70 languages spoken by people attending one school
 - Braille was brought up
 - Salem and Newberg have braille collections
 - Oregon City had braille
 - Not sure if any Washington County libraries have a braille collection
 - Adaptive collections can be expensive, but that is the type of item we could request grants to begin and build
- Daniel raised that we may need to amend the bylaws to encompass the board activity if a book challenge escalates
 - Flag this as something for the next membership meeting
 - **ACTION:** Daniel will review bylaws and recommend if bylaw changes are needed at March or April meeting
- Approval of updated Collection Development Policy
 - Julie proposed to approve
 - Ron seconded
 - Approved unanimously with the addition to include both the Oregon State and US Constitutions in section that refers to the First Amendment
- The reconsideration of materials/programs/displays form does not need board approval, as that is for the library staff to create and own

Monthly Financial Report

Approved by ACLA Board of Directors 3/16/2022

- Kendal has been onboarded and is working on cleaning up inconsistencies in QuickBooks entries
- Revenue looking good after end-of-year fundraising
- Expenditures on track
 - Except full rent paid in January and February
 - Terri paid in full to remain a good business partner
 - Terri has reached out to Ryan (property manager), but has not heard back
 - It seems his team does not know that the library should only be paying half rent right now
- Note regarding formatting of Financial Report
 - Would be easier to read if the page break was between Revenue section and Expenditures section
- Finance Committee will meet next month
 - This will be first meeting in a while
 - Will work towards finding a better way to present information more effectively to the board
- Statement of Financial Position
 - We have money in the bank
 - ARPA money has been deposited
 - This money will start getting spent within the next few months
- We might even have a Treasurer in the next few months!

Philanthropy Committee

Donations

- Donation goal \$75,000, currently at \$41,131.27
- Fundraising on a number of fronts
- Donor newsletter going out 2/21/22
- Major donors
 - Not all calls were made by end-of-year
 - Terri is making those calls now
- Looking into a new donor database

Tulip Sale

- Due to increased costs of tulips, we will not hold the Tulip Sale this year

Book Sales

- Moving forward with Pay What You Will book sales in the Book Sale Corner all the time
 - This pricing method was very successful in December

Spring Auction Fundraiser

- We need the board to step in and help!
 - We are behind on our donation goal of \$4000
- **ACTION: Board Members** to review the ideas and sign up to reach out to businesses or contacts that might want to purchase goods and services to offer at the auction
- **ACTION: Kim** will send out email to the board with link to documents and the process document Maggie created

10th Anniversary!

- The 10th anniversary of the Aloha Community Library is coming up in September
- We need to get a few board members to get more involved in planning for this
- **ACTION: Julie** to put on the agenda for the next Philanthropy Committee

Hours

- Ron – 3
- Julie – 14
- Melanie – 8
- Daniel – 14
- Kim – 12.5
- Beth – 4
- Jessica - 3