

## **Aloha Community Library Association – Board Meeting**

March 16, 2022 6:30 pm via Zoom

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

**Board members absent:** Dick Schouten

**Staff present:** Terri Palmer (Library Director), Jesse Castellano, Kendal McDonald

Call to order at 6:33 pm

### **Approval of February Minutes**

- Call out: Daniel likes the way action items are identified in February minutes
- Motion to approve the amended minutes brought forward by Helen Chandler
- Seconded by Julie Fairman
- Unanimously approved by board

### **Library Director's Report**

#### WCCLS Intergovernmental Agreements (IGA)

- The IGA defines how we work with WCCLS and other member libraries
- The process was more collaborative and educational this time
  - Extended the last levy cycle by 1 year
  - Will have 4 years left of this levy cycle when signed, instead of 5
- Next steps:
  - **ACTION: ACLA** board members to review the memo and IGA before the April board meeting
    - Memo and Public Library Network, Services, and Funding Intergovernmental Agreement were sent out by Terri Tuesday, March 15, 2022 at 1:40 pm
  - Bring questions and concerns to April board meeting and/or email to [Terri and Daniel](#) ahead of time
  - The board will need to determine if the agreement is acceptable
  - Daniel or Terri will inform Lisa no later than May 20, 2022 that the board has approved the agreement
  - Daniel will sign the agreement in June
- This provides a starting point regarding funding
- There is not necessarily much room for push-back/challenging at this point, as the process is a lot further along than that
  - There have been planning meetings over the past year

Approved by ACLA Board of Directors 4/20/2022

## Budget Highlights

- WCCLS allocations changing from monthly to quarterly
- Increasing Costs
  - Photocopier upgrade
    - Higher annual cost, but the maintenance costs should be lower
    - Should be easier to use
  - Little Green Light (Donor Management System)
    - Cost increasing from \$421/year to \$545/year
  - MailerLite (E-marketing software)
    - Cost increasing from \$126/year to \$324/year
  - Insurance (organization and medical/dental coverage) also increasing
  - Occupancy/Utilities
  - Current projections total \$154, 371
    - Not sure if we will continue to get reduced rent in the future
    - We are paying full CAM

## Staff Costs

- As staff members have left the Aloha Library, the roles have not been completely backfilled
- We've had to increase wages due to minimum wage increase, and there was a slight wage increase for some roles, as the wages were collapsing on one another
  - More senior role wages were (and continue) to be closed in on by less senior roles
- Next fiscal year due to staffing and minimum wage increase there begins to be more compression between positions with varying skill levels and bumps against positions that require specialized skills (including MLIS degrees)
  - A 5% increase for all staff would add \$20k to salaries and payroll taxes
  - Minimum wage increase for 1, plus a 2% increase for all others adds \$8k to salaries and payroll taxes
- At a critical point
  - Cutting more staffing either through positions or hours will require us to review priorities and cut back in areas that do not contribute to keeping doors open and a safe space
- This was a very heavy topic for all involved (staff and board)
  - Lead to additional discussion around funding and expenses
    - Is there a way to revisit cost on Annex lease?
      - There has been discussion with Ryan regarding breaking the lease on the Annex

- Not 100% clear on what happens if we break the lease
- No cost to break the lease, but would at least need to fill in the wall
- Library could be charged if no one leases the space. But Ryan has said he wouldn't do that
  - We don't have this in writing
- The library staff has grown attached to the space, but it also is a weight due to costs
- Some libraries have received more money when they've expanded
  - ACLA was discouraged from asking for more money since we were new to WCCLS and early in the levy cycle
- The ARPA money will be invested into the Annex

## Finance Report

- Kendal was given some incorrect information during training, so she's digging in and trying to fix some of that information
- Book sales are not showing, had been logged incorrectly and we know we had one in December
- March adjustments in Occupancy will show in March Actuals based on full rent being paid for January and February
- ARPA grant
  - Have not started spending the money yet
  - Have a volunteer working with the library on plans
- WCCLS
  - Increase 3%/year
  - They have hired a consultant to look into how the money is divided up amongst the libraries
    - Aloha does not have a city to back us up
      - No city funding
      - No mayor
      - No city commissioners
    - Cornelius raised to WCCLS that the libraries that get the least amount of funding are those in areas where there are more people of color
      - Cornelius was specifically referring to Hispanics
    - Having Daniel at the table to speak to the impact of the Aloha Library is great, as he's also a member of the community
- Notes from the previous Finance Committee were included in the email sent out to the board prior to the board meeting

- Next Finance Committee meeting is April 4, 2022

## **Philanthropy Committee Report**

### Spring Book Sale

- Melanie has an ask of the board
  - If you're on Facebook, help promote the book sale
    - Share ACLA Facebook posts about the book sale
    - Go to Events on Facebook and Share and mark Interested or Going to the various dates of the Spring Book Sale
- Members will be able to shop early, before others Saturday, March 19<sup>th</sup> 5:00-7:00 pm
- Melanie is also looking for a few volunteers to help set up
  - Saturday March 19<sup>th</sup> at 3:00 when the library closes
    - Will help set up tables and bankers boxes full of books, DVDs, and CDs
  - From 5:00-7:00 can stay and mingle with members and help collect money from the book sales
    - You don't even have to be good at math!

### Spring Auction

- Raised \$650 in funds that can be used to purchase items for the auction
- It is still okay to accept anything that is too good to pass up after March 20<sup>th</sup>
  - Example: if a business you've reached out to gets back to you after March 20<sup>th</sup>, we will still gladly accept the donation
  - Or, if someone you know happens to mention they'd love to donate their cabin for a weekend, we'll happily accept!

### **Hours**

- Julie – 7
- Helen – 3
- Beth – 3
- Jessica – 5
- Melanie – 10
- Ron – 2
- Daniel – 12
- Kim – 8.5

Submitted by Kim Thomas, Board Secretary

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