

Aloha Community Library Association – Board Meeting

April 20, 2022

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

Board members absent: Helen Chandler, Julie Fairman

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

Call to order at 6:33 pm

Approval of March Minutes

- **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Melanie Belles
 - Seconded by Ron O'Connor
 - Unanimously approved by Board

Library Director's Report

Office Manager

- Kendal looking into areas to trim
 - Ex: turning lights off, thermostat settings. Phone lines that are unused
- She's also working on cleaning out old items that are not being used

WCCLS

- Photo Shoot
 - WCCLS takes photos at the libraries every 4-5 years
 - Aloha Library is scheduled for July 9th
 - Will bring people in to have at various areas within the library
 - Will need to look natural, not posed
 - Might reach out to volunteers to see if they'd be willing to participate
 - Participants will need to sign a waiver
- Digital Periodicals
 - WCCLS will begin offering digital checkout of magazines and newspapers
 - Will feature translation services of these periodicals
 - Agreement has not yet been signed, but is anticipated by end of fiscal year
 - County will begin training staff after agreement has been signed

Farmer's Market

Approved by ACLA Board of Directors 5/18/2022

- Have been in touch with the Aloha Business Association and will have access to using their booth June, July, and August
 - Still working on schedule
- There may be volunteer opportunities to work the booth

Basics Market

- Anticipate they should be [opening in June](#), which will tie in nicely with the Farmer's Market

Aloha Business Association

- The Aloha Library will be part of the Freshman Flyup event for students joining Aloha High School on May 18
 - Jesse and Katie are preparing for this event

Tualatin Hills Parks and Recreation District

- Jesse working on Aloha Library participating in a THPRD summer kick-off event

WCCLS Intergovernmental Agreements (IGA)

- High-level changes that could impact ACL
 - “Pool 2” fund allocation changes
 - Under new IGA, ACL could see a little more funding if there is money available
 - Allocating efforts towards Title VI / equity compliance for libraries
 - Set aside resources to look at funding allocation for next funding cycle
- Library Directors across WCCLS have been involved at Policy Group meetings
- If Board approves, Daniel will sign within the next month
- **DECISION:** APPROVED
 - Motion to approve brought forward by Dick Schouten
 - Seconded by Kim Thomas
 - Unanimously approved by Board

Monthly Financial Report

- Donations under budget, hoping to bring up with Spring Fundraising and Auction
- Kendal still moving items around a bit, as they were categorized incorrectly before she started
- Payroll will be under this year due to staff attrition
- Currently making end-of-fiscal-year purchases for Collections
 - There will be larger orders than usual this month and next month
- Technology
 - Will need to purchase new computers
 - Capital Campaign from 2015/16 was last time new computers purchased, so needing to replace all at the same time
 - Trying to stagger the purchases to spread out the costs
- Balance Sheet
 - Without the ARPA grant, we'd be around -\$7,000
 - We will not have this grant again next year, or other future years
 - Vanguard Money Market Account
 - Supposed to be 3 months of Operating funds
 - Based on estimates from 2018 - \$40,000/month / \$120,000 in fund
 - Costs have gone up since then

Approved by ACLA Board of Directors 5/18/2022

- Now closer to \$50,000 / \$150,000
- **ACTION: Treasurer** - Once we have a Treasurer, will need to take a look at making this change

Finance Committee Report

- Proposed 2022/23 Budget
 - In past discussions with Bales Findley (Ryan Egge, Property Manager), have received verbal agreement to glide path rent reduction; last met with Ryan in January
 - Estimate of 25% off included in proposed 2022/23 budget
 - Discussed staff wage increase
 - 3% most favored
 - 2% also considered
 - 0% nobody was interested
- Next Finance Committee meeting scheduled for May 2nd, 2022 @ 6:30 pm

Future of the Annex

- Discussion raised with Finance Committee around costs for the Annex space (current Children's Library)
- We need to look at what we're offering, community needs, and our mission
 - Focus on building relationships, materials resources, teach people to read, lifelong education and learning
- Currently understaffed
- Can hang on for a couple more years, but if we continue as we have, some staff will likely leave at that point
- Lisa Tattersall, WCCLS Manager, has expressed over time that libraries need to consider carefully how to best steward tax payer funding, emphasizes financial transparency and integrity

Community Room

- Demand for current community room was 1-2 times per week (pre-pandemic)
- Only allowed nonprofit and educational groups, and they could use for free
 - Did not want to have to handle renting out and having folks credit card information on file (security risk)
 - Did not/do not have enough staff to accommodate leasing out a room
 - Make sure groups using the room are maintaining and following room-use guidelines
 - Cleaning up room between groups
 - Retention of credit card information in a secure way is difficult, exposes ACLA to risk
- Could we still have a small space for a community room? Would that space be useful?
 - We may not be able to accommodate a private meeting space
 - Could likely create a community space for 6-8 people blocked off by partitions within the library

Space Use without Annex

- There is a Library Designer helping with design related to ARPA fund
 - We might be able to have them help with design if we need to re-shuffle things without the Annex space
- How would Programming be impacted?
 - Not currently doing much in the library for Programming
 - Need staff in order to offer programming
 - During pandemic continued to offer programming
 - Online

- Grab and go kits
- Where would Staff Meetings be held?
 - Currently, not a lot of staff and everyone is able to meet in the library space (full staff meetings are held online during hours the library is closed)
- Would Board be able to meet in the library?
 - It would go back to how it used to be with exposure to the public in the library
 - Board meetings are public

Discussion

- Spending on the Annex is contrary to financial stability
- Some folks would still like to have a meeting space, if possible
- Not sure how long the library will be financially viable with the Annex

Outstanding Questions

- What would library services look like without the Annex?
- What are the pros and cons?

Next Steps

- Need to make a decision over the next 6 weeks
- Will try to get something scheduled before the next Board meeting
- **ACTION: Terri** to send out a poll for date
 - Could use the time we had scheduled for the next Finance Committee meeting May 2nd, 2022 @ 6:30 pm
- **ACTION: Daniel** to share notes from Re-imagining Committee meetings
- **ACTION: Board Members** can ask questions in [this link](#)

Philanthropy Committee Report

Spring Book Sale

- Made \$2847.84 from the Pay What You Will Spring Book Sale!

FY 2022/23 Budget

- Discussed projections for income side of next year's budget
- Working on plugging those numbers into the budget proposal

Philanthropy Plan for FY 2022/23

- Still working on putting structure into the plans

Spring Fundraising Campaign & Spring Auction

- Theme: Rebuilding Community
- Maggie is working on marketing

Approved by ACLA Board of Directors 5/18/2022

- Mailers should go out by the end of April

Future Fundraising Opportunities

- Would like to be able to secure business donations beyond employer matches (ex: Benevity)
- Helen looking into BottleDrop opportunities
- Kim looking into Target Circle opportunities
- Discussed starting up a Grant Committee again

Other Business

Opportunities to Pursue

- Continue to build out the Board
 - Still have room for a few more folks
 - Someone who serves on Reser Center for the Arts board?
 - County Commissioner?
- Secure funding through grants, business relationships, sponsorships, etc.

Bylaw Updates

- Bylaw changes could be voted back out by a majority at a future board meeting

Future Meetings

- May and June will likely be filled with Auction, Budget, and Annex discussions

Hours

- Julie – *absent*
- Helen – *absent*
- Beth – 3.5
- Jessica – 2
- Melanie – 38
- Ron – 2
- Daniel – 16
- Kim – 18.75

Meeting minutes submitted by Kim Thomas, ACLA Board Secretary