

Aloha Community Library Association Board Meeting Minutes

May 18, 2022

Board members present: Melanie Belles, Helen Chandler, Julie Fairman, Daniel Hauser, Beth Lewis, Dick Schouten, Kim Thomas

Board members absent: Ron O'Connor, Jessica Otto

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

Call to order at 6:36 pm

Approval of April Minutes

- **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Julie Fairman
 - Seconded by Dick Schouten
 - Unanimously approved by Board

Library Director's Report

Freshman Fly Up

- ACL Youth Services librarians are at Aloha High School this evening participating in the Freshman Fly Up, a welcoming event for incoming Freshman

Summer Reading Program

- Staff working on getting ready to kick off the Summer Reading Program for kids and adults
 - This year the library will be hosting Storytime in the Park at Mountain View Champions Park

Circulation Staff

- Taking on more projects and responsibilities
- Most recent hires passed 6-month mark

Janitorial Hiring

- Job should get posted this week
- Will remain open until it is filled

Ballot Box

- The library was not eligible for a ballot box prior to 2018. It was initially an indoor drop box.
- During the pandemic, were able to get an outdoor ballot box
- It's become a popular drop-off spot for our community

Approved by ACLA Board of Directors 6/15/2022

Monthly Financial Report

Collections

- End of fiscal year orders for collections have been placed
- We've seen some improvements in the supply chain this year. Our book distributor is able to fill orders much more quickly and fully.

Technology and Hardware

- Working with IT Specialist to prioritize list of hardware needs for purchase
- Should have all purchases made by mid-June

Payroll

- Question about when payroll deduction occurs/when payroll shows on monthly reports
 - Payroll is deducted from Chase checking account around 27th/28th of the month
 - Oregon Saves is deducted on the 1st/2nd of the month

Accounting Cleanup

- Kendal working through discoveries of bookkeeping errors over past couple years
- She is working to have the bulk of the issues cleaned up by the end of this fiscal year
- Examples:
 - Ready to Read
 - A new account was created each year to track Ready to Read, and should not have been
 - ARPA Grant
 - This is not yet categorized correctly

Finance Committee Report

- Reviewed FY 22/23 potential budget proposal
- Discussed potential for rent reduction of 25%
- Board reserves are not adequate based on current cost to operate for 3 months

Philanthropy Committee Report

Spring Auction

- Raised \$650 in board donations to help purchase items to fill out packages
 - Spent \$450 on purchases for Auction

Approved by ACLA Board of Directors 6/15/2022

- Spent \$200 on items for Daily Raffles
- Will also offer raffle tickets in the library
 - The grand prize raffle will be a \$50 gift card to La Rose Patisserie at 170th & Baseline

Spring Fundraising Campaign

- Will run through the end of the fiscal year
- 258 letters have been sent to current donors
 - New remit envelopes!
 - Partnered with a local printer
 - Costs less, and supports a local business in our community
 - The letter is focused on building community, respecting the donors, and provides highlights of how staff build relationships with patrons each day at the library

The Annex / Children's Library / Former Community Room

- Prioritization to invest in staff, collections, and programs
- If we use the ARPA funding to equip the Children's library in the Annex space, but continue to not be able to afford the space, moving will be difficult, some ARPA funds staff time will have been wasted
- July 2016 became part of WCCLS; August 2018 added Annex; not sure organization was ready to take on additional cost at that time
- Dick: In favor of cutting the Annex to focus on our core mission
 - Would show library service as our focus to WCCLS – we're making sacrifices to retain our core
- Helen: Looks at Garden Home library as an example
 - It took them 20 years from their opening to expand
- Julie: Agree on letting Annex go
 - Alleviate some stress for the library staff
 - Give time and space to think about growing later
- Beth: From a Storytelling perspective
 - Better story to tell that it was hard to lose the space, but we're able to stay here and remain a part of the community
 - Also, with the current inflation in goods and services, wages, etc. costs will continue to rise faster than we can keep up with
- Melanie: [quote from Zoom Chat] "For me, I think basing our actions on the prioritization of people over space is paramount.
 - I know that losing the annex still doesn't allow us to be able to do the things we want/need to do for library employees, but I think it's an important show of good faith: that we're prioritizing financial stability that will take us in a direction of being able to do better in the future."

- We've been relying on reduction of staff to fill the budget gap, which is not sustainable

Board motion to cancel the Annex contract

- **DECISION:** APPROVED
 - Motion to cancel contract brought forward by Helen Chandler
 - Seconded by Melanie Belles
 - Unanimously approved by members of the Board that were present
- Next Steps
 - Terri and team coming up with a plan
 - Work already in progress
 - There will be a transition period
 - This will not be an immediate severing
 - Plan a relaunch of the smaller library
- What if the building manager wants to give us the space free for one year?
 - Terri and staff don't feel like they can support that, due to ongoing staffing issues, feel like we will end up in the same place a little further down the road, having to make the same decisions
 - If property owners were to offer the space for free for as long as the library occupies it (even if lease is extended), that would need to be discussed
- Nobody is happy about this decision, but looking at it like an amputation
 - Sometimes you need to remove part to make the whole healthy again

QUESTIONS FOR FUTURE MEETING(S):

- If we are able to confirm a rent reduction
 - What amount of the unrestricted fund is spendable?
 - What other funds do we have that we can use to invest in the library?
- What do we want as our vision? Our goal?
 - Someday do we want to own our own space? Not lease the space?
 - Getting staff to a certain wage?
 - Investing x% into our Collection?

Next Board Meeting

- Will need to approve FY 22/23 budget

Volunteer Hours

- Julie – 8
- Helen – 4
- Beth – 4
- Jessica – *absent*
- Melanie – 10
- Ron – *absent*
- Daniel – 12
- Kim – 12

Submitted by: Kim Thomas
ACLA Board Secretary