

Aloha Community Library Association – Board Meeting
August 17, 2022

Board members present: Julie Fairman, Daniel Hauser, Jessica Otto, Melanie Belles, Beth Lewis

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

Call to order at 6:33pm by Daniel Hauser

Approval of June Minutes

- DECISION: APPROVED with no revisions
- o Motion to approve by Julie Fairman
- o Seconded by Jessica Otto
- o Motion to accept minutes as written passed unanimously

Library Director's Report (Terri Palmer)

Hiring

- Hiring of new Circulation Assistant and part time Janitor complete
- Noticing fewer applications for open positions. Many of those we receive are brand new, both to library work and the workforce.

Social Media Accounts

- Working to make sure our current staff is able to access and work with social media accounts- along with securing accounts to ensure library staff and board are the only ones maintaining and updating.

Employee Assistance Program

- New program that will be easier to work with and offers more tools for support.

10th birthday party

- Saturday September 24th, 1pm-3pm
- Looking into celebrating on the 22nd at the Aloha Community Farmers Market and handing out info for the party.
- Don't forget to sign up to help!

Facility Changes

- Communication has begun with current volunteers and larger donors
- Talking points have been developed and coordinated with WCCLS
- Message to be sent to the community shared with the board. Terri requested permission from the board to include individual board member's names in the messaging to signify organizational leadership support the decision. Board members in attendance all

approved. Terri will contact those members not present to obtain their permission. The message will be sent by email to the full address list on Monday, August 22.

Facility Renovation Costs

- Terri is working to get estimates for construction, electrical work, and flooring
- Terri provided a general floor plan for the main library under development with Adult Services staff
- Plan is to have costs determined as much as possible by mid-September for board review and approval

Monthly Financial Report (Jessica Otto, Treasurer)

- July- not many changes beyond routine spending
- Received full quarterly payment from WCCLS on new schedule, instead of monthly payments of annual allocation
- Wages: Circulation Assistant hired mid-July and Janitor hired in August; slightly lower wages for July than anticipated due to positions not being filled for entire month
- Collection Development: Orders could not be started until WCCLS rolled over Acquisitions module in Polaris, which occurred mid-July; selectors have started ordering, but expenditures will not show up until August reports
- Rent reduction: Ryan has not replied to requests for a meeting to discuss continuation of rent reduction. Finance Committee and Board will continue to monitor the situation, adjust budget at mid-year, depending on situation

Philanthropy Committee Report (Julie Fairman, Terri Palmer)

- Continuing to message community in conjunction with new children's library and our 10th birthday
- Year End campaign to begin in October (board member volunteer opportunities will be available)
- Planning to hold in person event next May
- Note from Julie- Kristine Napper would be a great speaker. Wrote "A Kids Book about Disabilities"; may be a possible annual meeting speaker

Volunteer Hours

Helen Chandler: 2 hours

Julie Fairman: 4 hours

Jessica Otto: 2 hours

Melanie Belles: 36 hours

Daniel Hauser: 18 hours

Beth Lewis: 4 hours

Submitted by Helen Chandler, ACLA Board Member