

Aloha Community Library Association – Board Meeting

September 21, 2022

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

Staff present: Terri Palmer (Library Director)

Board members absent: Melanie Belles, Dick Schouten

Call to order at 6:37 pm

Approval of August Minutes

- **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Kim Thomas
 - Seconded by Julie Fairman
 - Unanimously approved by present board members

Library Director's Report

10th Anniversary Party

- Window display up at the library to celebrate our anniversary
- Tomorrow 9/22 ACLA will be at the Aloha Farmer's Market
 - The Aloha Community Farmers' Market has donated a space to the library
- Saturday, 9/24, ACLA will host a party in the parking lot by Key Bank
 - There will be 2 cakes, tents, tables and chairs, a prize wheel for kids, information about the library, and a donation jar

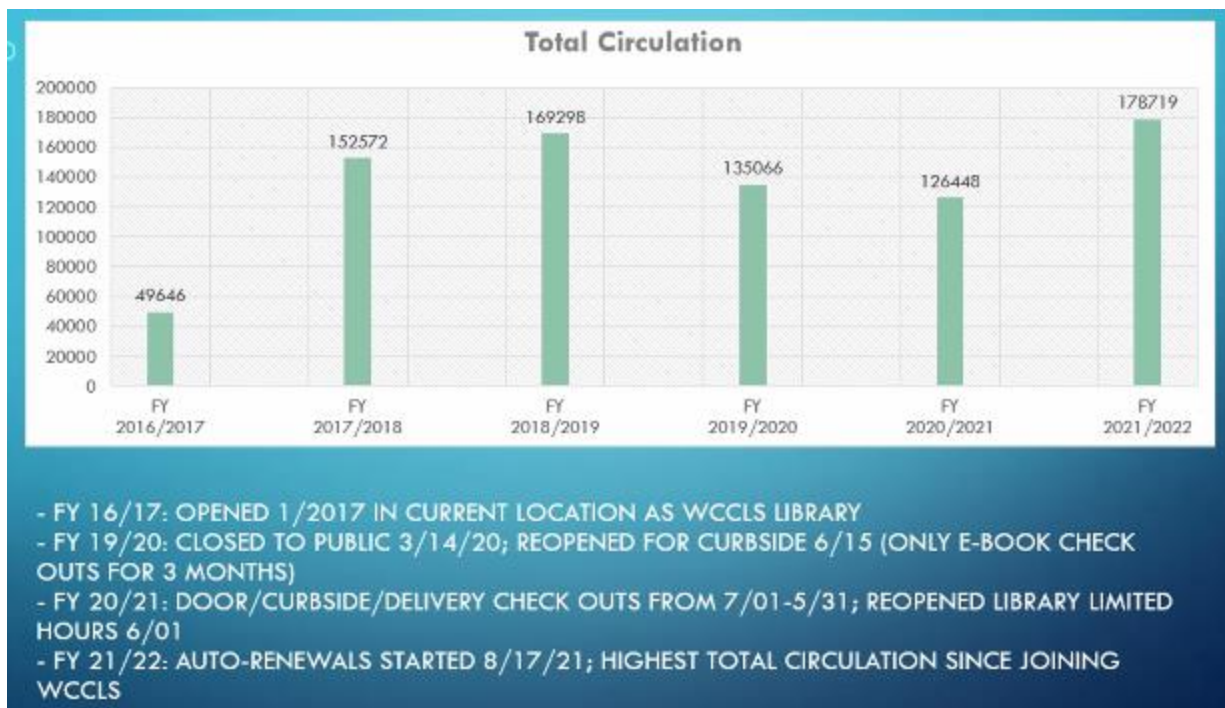
Banned Books Week

- September 18-22
- There is a display inside the library featuring banned books that has been gathering attention and people are checking out several of the books
 - We have plenty more books to keep filling the display

Annual Oregon Public Library Statistical Report (FY 21/22)

- Report is due 10/31/2022
 - Currently ahead of schedule on production of this report
- Kendal has a lot of work cleaning up QuickBooks
- **ASK:** Would we want to ask Kathy Cordero to join the Finance Committee?
- Stats from the report
 - 8704 registered users – increase of 1143 users since last FY
 - 20 volunteers donated 1804 hours
 - 27,470 items in our collection (print, video, audio)
 - Total circulation 178,719
 - Includes original checkouts + renewals + e-book checkouts to ACL registered users
 - As staff are renewing library cards they are verifying if patrons want to be registered to other libraries or to Aloha Community Library

Approved by ACLA Board of Directors 10/19/22



Annual financial review with Kern & Thompson CPAs

- They also complete our tax filings

Annual Report

- Will be ready by our Annual Meeting
- Information from both State Library Report and the Financial Review contribute to the Annual Report

Federal & State Tax Returns

- Kern & Thompson will prepare forms 990 and CT-12 for review by Finance Committee and board

ARPA Grant Quarterly Report

- Next report is due 10/15/2022

Staffing

- Reviewing budget numbers
- Interviewing for Circulation Assistant position (Alana’s open position)
 - If enough good candidates, will hire 2 people
 - Both are part-time positions, not eligible for benefits
- Katie’s last day is 10/1/2022
 - Losing half of the Youth Services staffing
- ACL needs to add 3 more service hours/week to meet WCCLS guidelines
 - Three service hours means an additional 9 hours of staffing per week
 - Can volunteers help meet this need?
 - No time to recruit new volunteers right now
 - Need to get through the renovations and end-of-year efforts
 - Currently, volunteers can’t check out materials, but can check in and shelve
 - There are 4-5 check-in volunteers
 - There are 2 shelving volunteers
 - Requirements:
 - At least 14 years old to volunteer without a parent

Approved by ACLA Board of Directors 10/19/22

Renovations

- Need additional workstations along the wall behind Service Desk, which adds \$1000 in cost
- Terri is able to go up to \$20,000 without board approval; the individual parts of this project are each under the amount that requires board approval, but the total is higher (and will increase based on conversation with the construction contractor)
 - For this project we should put to the board for approval, especially because of the change to the children's library due to budget constraints; it will cost money to make the renovations, but we will end up saving money on rent of the annex
 - **APPROVED:** Vote to use money from the capital fund and savings
 - Helen forwarded a motion
 - Julie seconded
 - Unanimous approval
- Appreciation for Terri and her ability to collect bids and fit within budget

Financial Report

- Donations \$3090 towards goal of \$14,500
- As far as Payroll, as people leave unused PTO is paid out
- Building lease is over budget because we are no longer receiving a discount, and timing of when lease paid
- Collection expenses
 - WCCLS acquisitions rollover in Polaris delayed purchases in July
 - Baker & Taylor orders
 - Unable to place orders because they were targeted for ransomware
 - They are not billing correctly, and we cannot pay until their records are corrected
- Callout on Insurance
 - Looks like budget is \$0, but showing \$4388 over budget
 - Terri will look into this before Finance Committee
- Financial position
 - Chase checking is down
 - Terri will check with Kendal prior to Finance Committee
 - This could be off because of the shift in WCCLS funding from monthly to quarterly
- Finance Committee meeting October 4th at 6:30 pm

Philanthropy Committee

Anniversary Party

- Maggie is doing a lot of work for this event
- There will be cakes from Basics Market
- The goal is to bring the community back together and let folks know we appreciate them and allow them to share their appreciation
- Lots of positive feedback coming in from folks visiting the library
- Information will go out via email blast, Facebook, and Instagram

Donor Wall

- Display all donors from last FY and this FY
- There are also plaques that will be hung on the donor wall

Getting the board involved

- Make phone calls to previous donors
- Handwritten thank you cards

Annual Meeting

- Want to make sure people are aware of the renovations and why we are making them
- Kick off year-end fundraising

Approved by ACLA Board of Directors 10/19/22

Strategic Plan – Continued Discussion

- Incorporate board and staff feedback before presenting to members
- Agree on the importance of making a statement on improving the inclusivity of board, organization, and faculty
 - **ACTION:** Terri will find link to Washington County statement, which is what WCCLS points to
- **QUESTION:** What is it we want to achieve?
- Beaverton School District has an [Inclusive School Scan](#) that people can review
- In February 2020 the library was going to start a scan program, but then the pandemic hit
- **ACTION:** Board members review the [2023-2025 ACLA Strategic Plan Update](#) and add comments, feedback, etc.
 - Next time this will be included earlier in the agenda

Annual Meeting

- Plan to hold November 16, 2022
 - Will have in place of November board meeting
 - This year will have on Zoom
 - Hopefully will be able to have in person in 2023
- Topics will include:
 - Annual financial report
 - Strategic plan

December Board Meeting

- Since there will not be a November board meeting, and December becomes very busy for a lot of folks, we will plan to move the December board meeting up to an earlier date

CARRYOVER - 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 Collection?

Hours

- Julie – 7
- Helen – *not posted*
- Beth – 4
- Jessica – 3
- Melanie – *absent*
- Ron – 3
- Daniel – 4
- Kim – 16.75 (includes hours for 2 months – absent from August board meeting)
- Dick – *absent*