

Aloha Community Library Association – Board Meeting

October 19, 2022

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

Staff present: Terri Palmer (Library Director)

Board members absent: Helen Chandler, Dick Schouten (had to leave 20 minutes into meeting)

Call to order at 6:33 pm

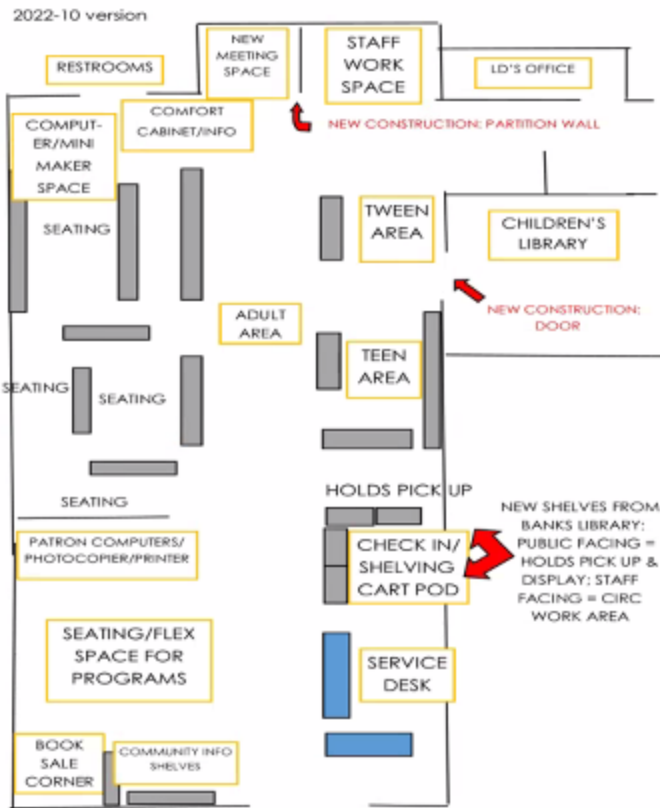
Approval of September Minutes

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

Library Director’s Report

Facility Changes

- Moved children’s collection into the teen area
- Have moved the adult collection
- Created seating areas and they are being used
 - The shelving helps create a sound barrier
- Comfort Cabinet with personal care and other free supplies for patrons will be placed by the restroom
- The location of the circulation work area has helped cut down on staff having to walk back and forth
 - It is also easier to see across the library since shorter shelves are used
- The layout encourages patrons to wander and make discoveries
- The 2-top tables have been frequently occupied since they were set up
 - The wall tables and teen tables have been filling up as well
- Moving items to the loading dock
- Melanie and her mom helped clean, organize, and get ready for more effective use of the space over time



SEATING/FRONT OF LIBRARY



DONOR APPRECIATION



PATRON HOLDS



CIRCULATION WORK AREA

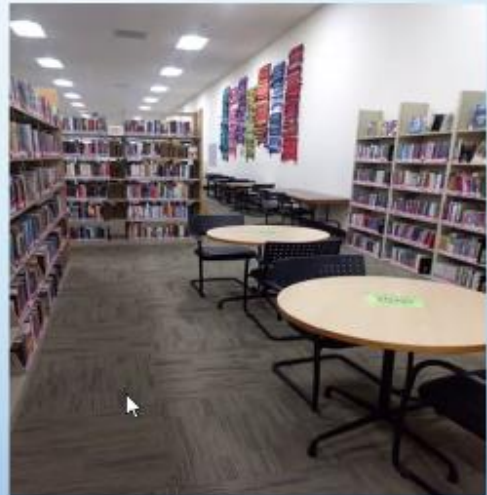


ADULT COLLECTION IN TRANSITION





CREATING NOOKS & CRANNIES



Staffing

- The janitor is doing a great job and holding everything together
 - Once the facility is complete it will be a fresh restart

Financial Report

Profit and Loss

- Some of the budget is currently peanut-buttered through the year rather than where it should be allocated in the year
- 10/14/22 received 2nd quarterly WCCLS payment
 - Not reflected in this report
- Donations are below estimate for this point in the year
- Book sales are looking great!
- Payroll under budget by \$5500 for the year
 - Trying to keep some funds available to help fund staff coverage where needed
- Contracting services
 - Will pay Kern & Thompson for finance work
- Utilities:
 - Rate increases
 - Higher AC usage this summer
 - We also had functioning HVAC this summer, whereas last summer it was down for a period of time
- We're \$10k further in the red than expected for this time in the fiscal year
 - We did not receive the rent reduction we'd hoped for

Statement of Financial Position Comparison

- Might be helpful to have a column of where we were at last year compared to current
 - Will still be a bit wonky this year because of the change to quarterly WCCLS payments

Finance Committee Report

- Will review the budget and present a mid-year adjustment to the board for approval
 - Hoping to do this in January
- Items impacting the adjustment
 - No rent reduction
 - Increase in collection budget
- Prior to next budget, would like to review salary and compensation policy
 - Need to find someone with HR experience to help support this review
 - **ACTION: Board members**, if anyone knows of someone that could offer HR experience that would be willing to help out in this capacity let us know
 - **QUESTION: Do we need a separate committee for this?**

Philanthropy Committee

10th Anniversary Party

- Counted at least 154 people that stopped by our birthday event
- We had a lot of folks volunteer
- Terri heard comments from some long time volunteers that they were happy to see current board members present at the event

Business Membership

- Planning to kick this off in January
- We do not have representation at the Aloha Business Association at this time
 - Meetings are at Nonna Emelia's on the 2nd Thursday of each month 11:30-1:00
 - Dick voiced interest in attending, starting in November

Approved by ACLA Board of Directors 12/07/2022

Book Sales

- Book Sale Corner is doing really well
- There are regulars that come by each week to see what is new

Booktique

- Starting to get some donations for the event
- Still looking for more donations
 - Link to information and form for donations:
 - <https://alohalibrary.org/news/call-for-booktique-donations/>
- Saturday, December 10th there will be a Member Preview Party
 - Trying to build back in member events

Year End Fundraising

- Goal for Year End this year is \$40k
 - Last year we raised \$28k with the same goal
- Hand written thank you cards
 - Can come by 10/22/22 to write or pick up cards
 - Goal is to have them sent out by October 30th
- Board phone calls
 - Terri will send out dates once she has the info pulled together
 - Will have the list before the Annual Meeting, so that can be a talking point for in the calls
- Library Tours
 - Thinking about hosting tours the Tuesday before Thanksgiving
 - Will also have a tour during Booktique preview event Saturday December 10th
- Giving Tuesday
 - November 29th is Giving Tuesday
 - We will have less focus on this event than in prior years

New Online Donation Form

- There is a new online donation form that is integrated into the ACLA website
 - Link: <https://alohalibrary.org/support-us/donate/>
- It is integrated into Little Green Light (donor database)

Spring Event

- Considering an in-person event
- Thinking about maybe hosting a silent auction

Strategic Plan

- Will provide a draft at the Annual Membership Meeting
- Need to send to Staff to review
 - Terri will share with staff as soon as 10/20/22
- The list is not in priority order, it is listed to keep *Diversity, Equity, and Inclusion* and *Support Historically Marginalized Communities* close together
- If we can gather all feedback, we may be able to approve at December or January board meeting

Annual Membership Meeting

- Opportunity to introduce new board members
- Discuss why changes to the space are being made
- 10 year anniversary
- Meeting planned for November 16th @ 6:30 pm

Next Board Meeting

- December 7th @ 6:30 pm
- Will elect new officers during this meeting
 - If folks are interested in an officer position, the requirements for the roles are in the [bylaws](#)

Hours

- Julie – 7
- Beth – 4
- Daniel – 6
- Melanie – 4
- Jessica – 4
- Kim – 7

Meeting minutes submitted by Kim Thomas, ACLA Board Secretary