

Aloha Community Library Association – Board Meeting

December 7, 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 6:34 pm

Approval of October Minutes

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

Library Director's Report

Facility Update

- HVAC has been serviced and the heat is now working

Green O

- Children's area door installed
- Exterior annex doors and repair needed from previous work on Children's library will all be getting fixed

Opening the Book

- Children's library furnishings vendor
- Working with them to get within budget
- If order placed this month, looking at late March/early April for delivery

Staffing – Circulation Assistants

- Of 6 applicants, have been able to hire 3 people
- Currently training and getting start dates determined for others

County Collaboration Work

- There has been a lot of work happening with Library Directors and WCCLS

AdVANce (formerly Meet the Funders)

- This event will be back in-person in January
- Maggie will also be attending with Terri
- Great opportunity to meet with folks that could provide grants and other funding

Washington County Budget

- Lisa Tattersall provided information from the Executive Board on the Washington County budget
- The General Fund is not keeping up with expenditures
 - \$25 million gap
 - All county departments are being asked to provide what budget cuts would look like
- WCCLS funding make up:
 - 60% general fund
 - 40% levies
- All library locations could be impacted, but WCCLS does not know for sure yet
 - Cut of 4% = \$1 million
 - Cut of 10% = \$2.5 million
- Lisa is working to get information out by March 2023 related to the next fiscal year
 - WCCLS makes up 1.5% of Washington County general fund budget
 - Important if we are also looking at having to make cuts due to reduced WCCLS funding
- We may need to work with commissioners in the future to advocate for our funding
 - Cuts could go to others first if they have other backing (ex: libraries that have city funding in addition to county funding)
- Right now this is just a budgeting exercise and we are not having our funding cut

Financial Report

Statement of Financial Position Comparison

- November checking is down, due to quarterly WCCLS payments

Budget vs. Actuals

- Donations higher than expected for November
- Payroll expenses will vary for a while due to people leaving and joining the library staff
- There is a \$5,000 contract payment
 - This is for Kern & Thompson's services
- Lease appears over budget, but this is due to timing of payments
- Our actuals are showing \$11,000 in the black
- IRS payment made for payroll taxes will reflect in the December budget, as it was withdrawn from the account on December 1st
- **ACTION:** Terri to follow up and determine if the Vanguard documents need to be re-signed

Finance Committee Report

- IRS past payroll taxes, including fines and interest, have been paid
 - This goes back to the payroll tax issue from ADP taking over account in 2020
 - Terri paid the balance
 - There is an IRS appeal process we could pursue if we want to put in the effort
 - Could show what we've done with state
 - ADP hasn't charged us for their services
- We continue to have issues with ADP
 - Terri had to handwrite checks at the end of November
 - We are looking into other payroll vendors

Paid Leave Oregon

- Employees will have contributions withdrawn from their paychecks
 - 1%: .004 employer, .006 employee
 - As an employer, we do not have to pay because we have fewer than 25 employees

Benefits and Compensation

- Idea: Reach out to volunteers for ideas on folks that could lend HR expertise
 - So far, nobody knows of anyone with HR experience
- Tools for comparison
 - [State Library Annual Report](#)
 - Have used, shows that we pay lower than most libraries in the state
 - [NAO Oregon supplemental data for non-profits](#)
- City of Newberg went through an evaluation within the past year
- **SUGGESTION:** Create separate committee to review Benefits and Compensation
 - Dig in to details
 - Need dedicated time every couple weeks for a couple months
 - Daniel will be willing to co-chair this committee

Philanthropy Committee

Giving Tuesday

- Raised over \$5,000 on Giving Tuesday
- This was more successful than we'd anticipated
- We are still far from our year-end goal of \$40,000

Year End Donation Calls

- Very few board members have signed up to make calls
- There are [instructions with talking points](#)
 - Often times you will likely be leaving a message
 - Folks who have made calls have said that everyone has been very pleasant to speak with and some great conversations have come from the calls
- [List of donors to call](#)
- We would like to get to where Board Members are calling folks year-round, shortly after they've donated
 - Let our donors know that their gifts are appreciated

Booktique

- Member preview event Saturday December 10th 5:00-6:30
- We've had a lot of great things donated
- Booktique will run through December 23rd during regular library hours

Appeal Letter

- The letter is late going out
- Targeting early next week
 - Being very transparent about everything
 - Financial topics, including why we've given up the annex space

Book Sales

- Book sales are separate from our donation goals

Thank You Cards

- We will continue this effort year-round
- Volunteers continue to make cards
- If we don't have enough handmade cards, we can buy cards (Dollar Tree, etc.)

Call Party

- Helen proposed that we organize a call party next October
- It would be great to have a space where we can sit together and make calls
- **ACTION:** [Philanthropy Committee](#) to add this idea to plan

Officer Elections

President

- Julie will *not* be accepting nomination as board president
 - Helen moved for board approval
 - Kim seconded
 - **APPROVED** unanimously
- Beth has been nominated by Daniel
 - Beth accepted nomination
 - Julie seconded the nomination
 - **APPROVED** unanimously

Vice President

- Julie has been nominated by Daniel
 - Julie accepted nomination
 - Kim seconded the nomination
 - **APPROVED** unanimously

Treasurer

- Jessica has been nominated by Daniel
 - Jessica accepted nomination
 - Kim seconded the nomination
 - **APPROVED** unanimously

Secretary

- Kim has been nominated by Daniel
 - Kim accepted nomination
 - Julie seconded the nomination
 - **APPROVED** unanimously

Strategic Plan

- Did not receive any feedback from members during Annual Member Meeting
- **ACTION:** Terri is working to gather feedback from staff

January Board Meeting

- January 18th @ 6:30pm
- Review Strategic Plan feedback
 - Determine if we can approve during January board meeting, or if it needs to carry over to the next meeting

Hours

- Julie – 5
- Beth – 4
- Daniel – 12
- Jessica – 6
- Helen – 10
- Ron – 2
- Kim – 11
- Melanie – *unable to attend meeting*
- Dick – *unable to attend meeting*