

## **Aloha Community Library Association – Board Meeting**

January 18, 2023

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

**Staff present:** Terri Palmer (Library Director)

Board members absent: Helen Chandler

Call to order at 6:35 pm

### **Approval of December Minutes**

- **DECISION:** APPROVED
  - Motion to approve the minutes brought forward by Dick Scouten
  - Seconded by Daniel Hauser
  - Unanimously approved by present board members

### **Library Director’s Report**

#### Book Challenge

- The patron that inquired about having *Two Grooms on a Cake* removed from the library has not pursued the reconsideration further

#### Open Hours

- Now that staffing has stabilized, the Aloha Community Library will focus on increasing open hours in February
- This will bring us into compliance with WCCLS open-hours requirements
- We will mirror the same hours as the Garden Home Community Library
  - Monday-Friday 10:00-6:00
  - Saturday 10:00-3:00

#### Staff In-Service Training

- The library will also plan a half-day staff in-service training now that we are fully staffed
- Targeting February for this training

#### Strategic Plan

- The staff will review the Strategic Plan after construction is completed in 1-2 months

#### Facility Update

- Walk-through scheduled for 1/19/2023 with Green-O
  - Annex wall looks good, should be ready to do some cleaning and hand in keys soon
  - There is a bit of paint touch-up needed on the baseboards
- Low-voltage contractor has been paid
- Flooring install starts Monday 1/23/2023
- Shelf install starts 1/25/2023
  - We have a volunteer helping with the install, and we need to get this taken care of before they leave on vacation
- We’re receiving a lot of positive comments and support from patrons!

Approved by ACLA Board of Directors 2/15/2023

## Financial Report

### Budget vs. Actuals

- We hit our year-end fundraising (2022) goal!
  - Goal was \$40,000 and we raised \$41,190
- Used book sale was \$500 over goal
- Every month for the rest of this fiscal year the building lease number will not align to goal
  - Due to not receiving rent reduction we had budgeted for
  - There is often also a timing issue from when the report is pulled vs. when the rent is paid

### Statement of Financial Position Comparison

- December checking is down, due to quarterly WCCLS payments
- Interest showed a bit of a gain
- Variance also due to undeposited funds

### Finance Committee Report

- Kendal and Terri conducted a 6-month review of budget
  - Decision was made by Finance Committee that we would not move forward with a midyear budget adjustment
  - It will be time to start on the budget for next fiscal year before very soon
- Form 990 was reviewed
  - Conflict of Interest Policy
    - Raising this issue to the Board: If any board members have a conflict of interest, please notify Terri or Beth
  - Beth will lead developing policies on a few items we check “no” on each year:
    - Whistleblower policy
    - Formal review process of the Director
    - Document retention and destruction policy
  - **RECOMMENDATION:** Finance Committee recommends approval of Form 990
    - **DECISION:** APPROVED
      - Motion to approve the minutes brought forward by Daniel Hauser
      - Seconded by Kim Thomas
      - Unanimously approved by present board members

## Philanthropy Committee

### Bottle Drop

- Helen has already been working on getting ACLA set up for [BottleDrop's Blue Bag Program](#)
- The library will offer blue bags for folks who would like to donate their redeemables to ACLA
  - Bags can be dropped off at the library

### Restaurant Nights

- Helen also discussed working with local restaurants to support fundraising efforts for ACLA by sponsoring a dining night where a portion of their proceeds would be donated to ACLA
- If folks know of local restaurants feel free to ask them about fundraising events they might be willing to sponsor and/or add them to the list [Restaurant/Business Fundraiser Days](#)

### Spring Fundraiser

- We do not have a solid plan yet
- Would like to tie it in with the re-opening of the library, once the new Children's Library is completed
  - March/April at the earliest

### 2022 Year End Campaign Wrap Up

- Maggie and Terri are still working on analysis to try to figure out what helped get us to our goal
  - Would like to learn how we were successful
  - Can we replicate this success
- We had a number of first-time donors
  - **ACTION: Terri** will post a list of these folks to Google Drive
    - We want to continue to reach out to donors with Board phone calls and/or handwritten thank-you cards
    - There are still some leftover handmade cards from Booktique
      - These can be used for handwritten thank-you notes
- We want to keep the momentum going with our donors!

### February Monthly Donor Drive

- Focus on Valentine's Day / Love Your Library theme
- Would like to beef up our monthly donor program
- **ACTION: Board Members** Share ALCA posts on social media
- **ACTION: Board Members** Make calls to donors once Terri posts the list
- **ACTION: Board Members:** Send handwritten thank you cards once Terri pulls the list together

### Business Membership

- A few folks got together in December to [discuss a plan](#) for ACLA Business Membership
  - Link to [slide deck](#)
- Success looks like
  - Kicking this off this fiscal year with enough time to reach out to businesses and see if they want to become business members
    - If not, ask them why
      - We want to collect this information to help us continue crafting this membership format
  - Evaluating at the end of the fiscal year
    - Make improvements
    - Keep moving forward
- Dick will try to attend the [Aloha Business Association meeting](#) in February and/or March
  - Meetings are the 2<sup>nd</sup> Thursday of each month 11:30-1:00 at Nonna Emelia Ristorante

### **Iterative Improvements to ACLA Board**

- In an effort to make the best use of our time together, the Executive Committee will work to get meeting preparation materials out earlier
  - This should allow board members time to read through the documents and attend prepared to discuss during our meetings

### **Hours**

- Julie – 7
- Beth – 5
- Daniel – 5
- Jessica – 3
- Ron – 2
- Kim – 14
- Melanie – 2 (*additional hours have already been logged at library*)
- Dick – *Did not see number reported*
- Helen – *unable to attend meeting*