

Aloha Community Library Association – Board Meeting

February 15, 2023

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

Staff present: Terri Palmer, Jesse Castellanos

Board members absent: Helen Chandler, Julie Fairman

Call to order at 6:35 pm

Approval of January Minutes

- **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Daniel Hauser
 - Seconded by Ron O'Connor
 - Unanimously approved by present board members

Financial Report

Budget vs. Actuals

- Monthly donations slightly under budget
- Copier/Printer slightly over budget`
- Annex lease was canceled mid-January
 - Paid pro-rated amount for January
- Daniel called out that donations and book sales are not negative and that several revenues are performing better than budgeted
- Terri and Kendal are working on moving some items into different buckets and we should see changes next month

Statement of Financial Position Comparison

- Ready to Read
 - \$3566 showing as Contribution Pledge is Ready to Read money from the state
 - WCCLS also provides some of the Ready to Read money
 - As the source is changing, Kendal is working to get this into the right buckets
- Contractors for the construction have been paid (low-voltage electrical, flooring, general construction)

Philanthropy Committee

Monthly Donor Drive

- Halfway through the month and still looking to gain more monthly donors

Bottle Drop

- Helen working on getting ACLA set up for [BottleDrop's Blue Bag Program](#)
- Hoping to kick this off by the end of the month

Aloha Business Association

- Dick was able to make it to the Aloha Business Association meeting this month
- He passed out Aloha Library bookmarks and talked about updates with the library
- He is planning to attend next month as well

Approved by ACLA Board of Directors 3/15/2023

New Donor Phone Calls

- Terri has posted a [list of donors to call and talking points](#)
 - Be sure to note whom you've called, any information you've learned, etc.
- Ideally, these calls will be completed by the end of February/early March
- **ACTION: Board Members** to call donors that are on this list

adVANce 2023

- Event hosted by [Vision Action Network](#)
- Terri and Maggie both attended and were able to meet with 8 groups
- They are working to update ACLA's Oregon Community Foundation online profile
- They are also working on a Letter of Interest for the [Marie Lamfrom Charitable Foundation](#)
- Accept letters of intent monthly, so not working against an annual deadline
- Took advantage of a discounted rate on [GrantStation](#)
 - This tool can aid in searching for specialized programming grants

Business Membership

- Group will be meeting again Tuesday 2/21/23

Library Director's Report

Background Check Company

- Cancelled Intellicorp due to increased cost for each background check plus \$20/month fee
- Searching for new options
- Beth mentioned there is a vendor that offers a discount to NAO members

ADP – Payroll Company

- Staying with ADP for now
- They are working on resolving issues and giving a refund
- Waiting for things to calm, then will reassess options

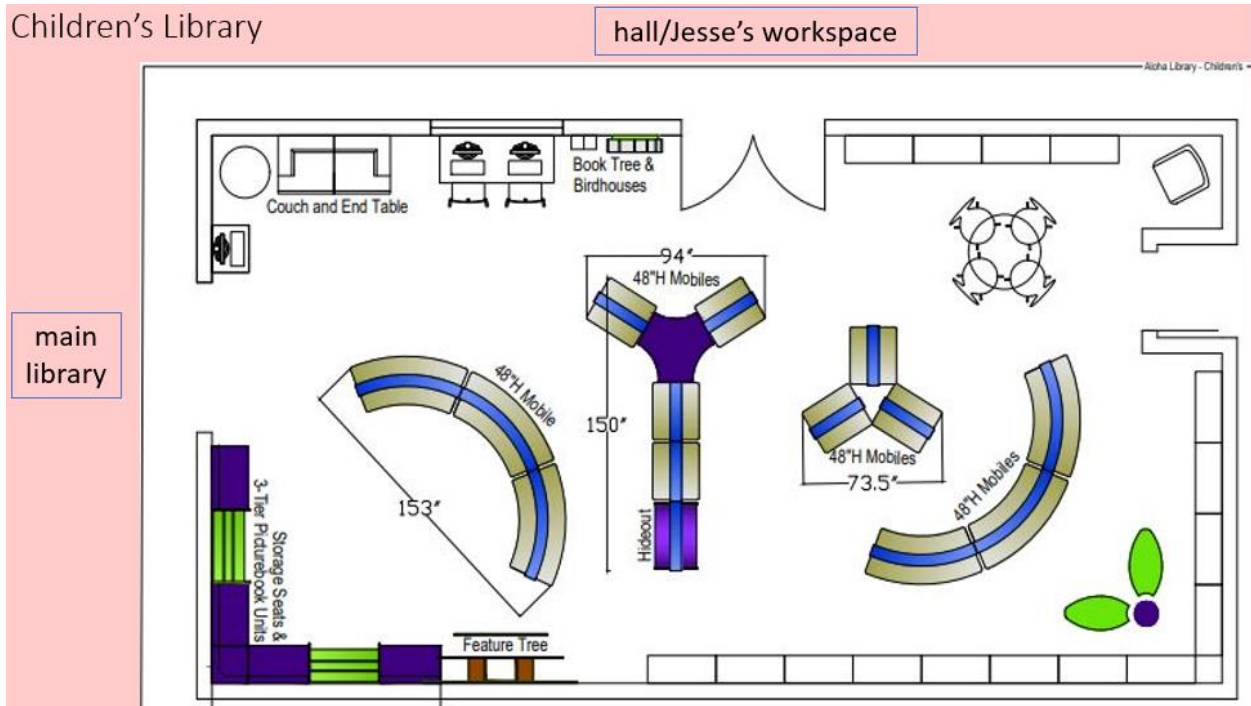
Local Library Drug Use

- Local libraries (Hillsboro, Cornelius, Tualatin) reporting drug use in their bathrooms
- Concerns around people smoking meth, and in one case fentanyl due to hazardous air quality issues
- Libraries with concerns are being connected with Washington County Health Department to help address proper cleaning
- There will be a continued discussion at the Policy Group this week
- Our library has not seen an increase
 - There is a key to use the bathrooms
 - Staff key an eye on how long the patron has been in the restroom
- There are a couple of folks that Terri and Jesse suspect are dealing drugs that hang around outside of the library
 - One has been coming in to charge their phone

Facility Update

- Construction, low-voltage electrical, and flooring have all been paid
- Total cost of construction, including furnishings and décor for main library and staff area is around \$25,000
- Nothing has come in over the estimated cost + contingency
- Bales Findley (building owners) did not charge us for the exterior door handle/lock for the annex
 - Very nice of them

Layout of Children's Library



Rendering with furniture pieces from Opening the Book

- Since there aren't any windows, we wanted to bring nature inside and are going for a forest theme
- Placement of furniture and shelving is strategic to help with sound dampening



Used existing shelving we had in storage

- With help from a wonderful volunteer, we were able to use shelving we already had in storage



Some of the features

- The dragon is a crocheted piece made and donated by one of our patrons
 - Amazing! Large piece, approximately 12' x 3'
 - Jesse is referring to it as the Children's library guardian
 - Looking for a place to display it safe from sticky hands



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Front of Library

- Computer tables rearranged to give more privacy to users
- Browsers “no card, no problem” collection will be expanded
 - This is a collection of items for patrons who do not want or cannot get a library card
 - It is also a place where some folks borrow books if they are going on vacation and don’t want to risk losing a library book they might have to replace

Next Up for the Remodel

- Children’s furnishings will tentatively be delivered and installed March 7th and 8th
- Wooden shelves will be distributed in new spaces
 - Some for collections
 - Some shelving for community information
 - The community has been asking to have this available
- The teen collection will move across the library to where the children’s collection is currently
- The adult collection will shift to where the teen collection is currently, and will settle the rest of the adult collection
- In order to do all of this, we will need to close the library again
 - Trying to determine if we will keep door service during closure
 - We have more staff, so we could potentially do this, although it takes a lot of staff time
- Need to come up with a donor event and any other festivities to celebrate the new children’s library

Board Director’s Report

WCCLS Executive Board Meeting

- January update on future funding and budget cuts
 - They are looking at cuts to WCCLS at the county level, rather than at the libraries
 - Funding could be anywhere from 0%-2% increase in funding
 - Terri and Beth were happy that this is not a cut in funding
- WCCLS is also looking at how to redistribute funding
 - Beth and Terri will continue on the work that started while Daniel was Board President
 - If there is a decline in growth in funding it would be more equitable for better-funded libraries to have more reduction from WCCLS than lower-funded libraries, like ACLA
- In the next 1-2 years we can expect to see WCCLS restructure and redistribute funding

Meeting Schedules

- In order to get the most value out of everyone’s time and to allow for time to “do the work”, we are going to try a new meeting schedule
- It was determined we do not need to vote on this
- We’ll see how things go and adjust as needed
- We will need to update the Bylaws and present to the Membership
- **ACTION: Board Members** if you are not part of a committee – join one!
 - You can reach out to Beth and/or the following folks
 - Finance Committee – Jessica Otto
 - Philanthropy Committee – Julie Fairman and Kim Thomas
 - Overall – Beth Lewis

Board Meetings – 3rd Wednesday every other month; 6:30-8:00 pm

- March 15
- May 17
- July 19
- September 20
- November 15 – Membership Meeting
 - Officers to be reelected in January

Finance Committee Meetings 1st Monday every month until June, then every other month after that; 6:30-7:30 pm

- March 6
- April 3
- May 1
- June 5
- August 7
- October 2
- December 4

Philanthropy Committee Meetings 3rd Wednesday of non-Board meeting months; 6:00-7:00 pm

- April 19
- June 21
- August 16
- October 18
- December 20

United for Libraries

- Melanie provided an update about [United for Libraries](#)
- **IMPORTANT NOTE:** The State of Oregon pays for any board member to access

National Library Week

- April 23-29
- April 25th is [National Library Worker's Day](#)
 - A day for library staff, users, administrators, and Friends groups to recognize the valuable contributions made by all library workers.
- April 28th is [Take Action for Libraries Day](#)
 - a day to rally advocates to support libraries

Upcoming Webinars

- Social Media and Library Policies
 - Tuesday, March 14th 11:00 am
 - [Link to register for this session](#)
- Board Support for Success
 - Tuesday April 11th 11:00 am
 - [Link to register for this session](#)

Hours

- Beth – 4
- Daniel – 3
- Jessica – 3
- Ron – 2
- Kim – 8
- Melanie – 3
- Dick – 3
- Helen – *unable to attend meeting*
- Julie – *unable to attend meeting*