

Aloha Community Library Association – Board Meeting

March 15, 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, Jesse Castellanos

Board members absent: Helen Chandler

Call to order at 6:36 pm

Approval of February Minutes

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

Financial Report

Budget vs. Actuals

- Most things look as expected this month
- Payroll is a bit less than budgeted

Statement of Financial Position Comparison

- Received WCCLS funds last month
- Accounts Payable lower than snapshot at end of January

Finance Committee Update

- Discussed 2023-2024 budget
- Asked to have a few more pay increase options to review

Approval of 2023-2024 Budget

- Daniel raised the question around our updated schedule
 - Our next board meeting is not until May and that is also when we would expect to vote to approve the 2023-2024 budget
 - That does not allow for time if the board would like revisions to the budget
- We discussed that if we are not ready to approve during the May board meeting that we have a couple options:
 - Schedule an additional meeting to review and hold a vote on the budget
 - Ask board members to vote via email

Next Finance Committee Meeting – Monday April 3rd @ 6:30 pm

Philanthropy Committee

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 end of March/early April
- So far, only a few people have signed up to make calls
- If anyone wants to do a couple practice calls, reach out to Kim
 - She is willing to schedule a 30-minute call or Zoom meeting to help anyone who wants to practice
- **ACTION: Board Members** to call donors that are on this list
- **ACTION: Terri** to see if she can find the article about another nonprofit's repeat donors they saw when board members reached out directly to donors to thank them

Business Membership

- **ACTION: Terri and Maggie** are hoping to get the email sent out to [businesses on contact list](#) soon
- Once the email has gone out, Business Membership subcommittee will follow up with phone calls, follow-up emails, and/or in-person contact

Marie Lamfrom Charitable Foundation

- Terri and Maggie plan to reach out to this foundation with a letter of interest
- Fortunately, they take applications monthly

Restaurant/Business Fundraiser Days

- Farmington Gardens is partnering with ACLA for a fundraising day!!
- Sunday April 2nd, ACLA will get 10% of the proceeds for any shoppers that have the flier (paper or on their phone) and present it when they make their purchase
- Tell your friends! Post on social media! Post on community bulletin boards!
- [Link to the PDF](#)
- **ACTION: Terri and Maggie** are working on ways to promote this fundraiser

Aloha Business Association

- Dick was able to make it to the recent Aloha Business Association meeting
- There were a few more people present than the last meeting
- He thinks it will be a great place to start with our Business Membership

Next Philanthropy Committee Meeting – Wednesday April 19th @ 6:00 pm

Library Director's Report

WCCLS Updates

- There will continue to be discussions around drug use in libraries
- Undergoing a reorganization to gain efficiency and better support the community and make it easier for libraries to communicate and collaborate with WCCLS
- As part of the WCCLS there is a lot of staff involvement with meetings and subcommittees

WCCLS continued

- Being part of a cooperative requires being "cooperative"
 - Policy Group (Terri)
 - Monthly meetings & subcommittee opportunities (PG values to set expectations for moving into difficult funding equity discussions)
 - Additional meetings – monthly informal chats about important topics and to share freely (i.e., drug use in libraries, staffing issues, budgeting issues); as needed to learn about new initiatives; PG retreats (1/2 day – full day)
 - Cataloging Subject Matter Expert group (Jesse)
 - Monthly meetings & subcommittee opportunities
 - Youth Services working groups (Jesse)
 - School Library Card group
 - Summer Book Distribution group
 - Summer Reading Program group
 - Patron Access Subject Matter Expert group (Jared)
 - Monthly meetings & subcommittee opportunities
 - Marketing/Communications consulting group for WCCLS staff (Maggie)
 - Quarterly meetings (for now)
 - Interpretive Services rollout liaison (Maggie): to provide local input and data collected to WCCLS pointperson
 - Focused interest groups
 - Selectors discussion: how to meet patrons' needs across the county with shrinking collection budgets (Jesse, Jared, John)
 - Program planners discussion: programming ideas sharing (Jesse, John)

Building Closure for Remodel

- In order to complete the remodel the library will be closed to the public Monday April 10th – Saturday April 22nd
 - Terri is coordinating with WCCLS on Polaris and county website updates
- Door service will be available for holds and returns Monday – Friday 3:00-6:00 pm and Saturday 10:00 am – 1:00 pm
- Soft re-opening with regular hours and full services Monday April 24th
 - This is also National Library Week!
 - It will give everyone some time to test drive the new spaces
 - This will also be a good time to schedule tours for donors and others
- Grand re-opening planned for Saturday April 29th during regular service hours

ARPA Grant – Children’s Library

- Approximately \$4,000 remains
- ACLA needs to prepare for a review with the state over the ARPA funds
 - Review scheduled for May 3rd
 - Beth mentioned that The Reser is also going through the same thing and she will share what she learns about the process with Terri

ARPA grant/children’s library

- Detailed planning of collection placement happening now
- Jesse is continuing to expend so funds are spent out by next quarter
- ARPA grant expenditures as of March 14 (full grant = \$56,000):

• American Eagle	\$259.75
• National Business Furniture	\$624.40
• Opening the Book North America (downpayment)	\$25,190.00
• Opening the Book North America (remainder)	\$25,186.35
• Multicultural Books & Videos (Spanish collection)	\$803.39
• Total so far	\$52,063.89 (\$3,936.11 remains)
- Coronavirus State Fiscal Recover Fund Department of Administrative Services review May 3rd

Local Library Drug Use

- If this happens at the ACL the staff can call the police
- Mall security guard retired in December
- ACLA’s lease does not guarantee a security guard
- Subway recently closed their lobby after school
- McDonald’s is still closing their lobby during after school hours
- Basics, Dollar Tree, and Rite Aid have all had issues
- The suspected drug dealer has been seen, but not around the library
- Some larger libraries have partnered with nonprofit organizations that offer counselors to help with these types of issues
- Beaverton and possibly Hillsboro are hiring staff to help with security
- All of this leads back into the funding equity discussions with WCCLS

Board Director's Report

WCCLS Executive Board Meeting

- WCCLS meeting was cancelled this month
- Remember that the ACLA meetings are moving to a new schedule
 - Details included at the end of these notes

ISing Choir

- Julie wanted to let everyone know that she's been asked to play with the ISing Choir at The Reser in May
 - She had reached out to them about having a fundraising concert, and they invited her to perform with them
 - ¡Viva el amor! details: <https://thereser.org/event/viva-el-amor/>
 - Tickets are \$14

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](#)

Virtual 2023

- August 1-3, 2023
- [Link to more information](#)

Upcoming Meetings – Schedule

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

- 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

- 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

Next ACLA Board Meeting is Wednesday May 17th @ 6:30 pm

Hours

- Beth – 4
- Daniel – 4
- Jessica – 3
- Ron – 1
- Julie – 3
- Kim – 15
- Melanie – 2
- Dick – did not report hours
- Helen – *unable to attend meeting*