

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

September 27, 2023

**Board members present:** Melanie Belles, Helen Chandler, Julie Fairman, Beth Lewis, Ron O'Connor, Jessica Otto, Dick Schouten, Courtney Seto, Kim Thomas

**Staff present:** Terri Palmer

**Board members absent:** Daniel Hauser

Call to order at 6:33 pm

### **Approval of July Minutes**

- One change needed in July minutes
  - On Board Director's Report, Beth's role is executive vice chair with WCCLS
- **DECISION:** APPROVED
  - Motion to approve the minutes, including change above, brought forward by Dick Schouten
  - Seconded by Julie Fairman
  - Unanimously approved by present board members

### **Philanthropy Committee**

- Donations usually lower this time of year
- Birthday party raised \$125

### Book Sales

#### *Online Sales*

- Evaluating ways to measure ROI of online sales

#### *Book Sale Corner*

- Music and Movie Sale
  - Lots of donations right now, including a large number of movies and CDs
- Working on a way to hold sales in the smaller space

### Booktique

- October 13<sup>th</sup> – Preview Sale
- October 14<sup>th</sup>-October 21<sup>st</sup> sale during regular library hours
- Help Needed
  - Inventory, pricing, set up, etc.
  - Maggie is unexpectedly OOO for 2 weeks

### BottleDrop

- We have blue bags and tags available at the library
- Helen has instructions written up
  - **ACTION:** Helen will print and drop off at the library

### Year End Campaign

- Planning is in progress
- Will focus on what the library is doing, showing action and progress
- Show that we still need support
- Describe the impact and what we're doing in the community

Approved by ACLA Board of Directors 1/17/2024

### Dining for Dollars

- Kim and Teresa have been talking about and working on Dining for Dollars
- Teresa had been in touch with Society Pie, but has not heard back from them recently
- Goal is to try to get a few of these events scheduled throughout the year

### Ising Choir

- ACLA has been asked to submit an application to be considered as a potential beneficiary for a future concert

*Next Philanthropy Committee Meeting – Wednesday October 18th @ 6:00 pm*

## **Financial Report**

### Budget vs. Actuals

- Still early in the fiscal year, so not a lot of activity
- Business donations include Fred Meyer Community Rewards
- Non-government Grant is the Marie Lamfrom grant
  - The money has already been spent
  - Need to close out with them
- Event Sales are from the summer sidewalk book sales
- Development spending was purchases for the birthday party
- Payroll Expenses
  - There are people leaving and starting mid-month
  - Hope to be back to fully staffed in a few weeks
- Insurance renewal was due in August
- Collection spending picking up

### Statement of Financial Position Comparison

#### *Chase Savings*

- Terri and Beth opened a 6-month CD in September, which is why there is a dramatic drop between July and August
  - We've already earned interest on this CD!

### Kern & Thompson

- Held formal meeting with them on 9/26/2023
- These numbers also get used in the Annual Report
- They are usually done by end of year or January

### Vanguard

- Terri needs some time to make updates/changes with Vanguard account

### Insurance (Medical/Dental)

- Anticipated a single-digit increase
- Actual increase was 12%

#### *EAP Coverage*

- EAP has been provided by LifeMap
  - LifeMap was purchased by USABLE
  - Former plan covered all staff members
  - Now turned down for coverage of non-full time employees
- Used to use a broker for medical/dental plans
- **ACTION:** Beth will reach out to a broker she has worked with in the past

*Next Finance Committee meeting Monday December 4<sup>th</sup> @ 6:30 pm*

### **Recruitment & Retention**

- Reviewed high-level topics that came up during 8/16/2023 meeting which several board members attended
- Proposal to kick off a temporary subcommittee to discuss ACLA Board Recruitment & Retention
  - [Link to slide deck](#)
- **DECISION:** APPROVED
  - Motion to approve a temporary subcommittee on Board Recruitment & Retention, brought forward by Dick Schouten
  - Seconded by Jessica Otto
  - Unanimously approved by present board members
- **ACTION:** Kim to organize and send out email to kick off this new subcommittee

### **Banned Books Week**

- WCCLS went to the Board of Commissioners for a proclamation in support of The Freedom to Read
- Last night (9/26/2023) the Board of Commissioners met and read the proclamation
  - It was a great event!
- The ACLA has put together a proclamation that is the same as the other libraries
- Link to [ACLA Banned Books Week Proclamation – October 2023](#)
- Terri would like to share this in the newsletter, post on the website, share in social media, etc.
- **DECISION:** APPROVED
  - Motion to approve and support the ACLA Banned Books Week Proclamation – October 2023, brought forward by Julie Fairman
  - Seconded by Melanie Belles
  - Unanimously approved and supported by present board members

## Library Director's Report

- [Link to slide deck](#)

### Community Engagement at the Library

- Library's 11<sup>th</sup> birthday party
  - 77 guests
  - Julie spoke with one of the patrons about serving as a host future programming event
- CPO-6 meetings will be held at ACL
  - First Thursday of each month starting at 7:00 pm
  - Great event to get people into and learning about the library
  - These meetings are run by the county and lead by community volunteers
- [Coffee with Representative Farrah Chaichi](#)
  - 10/16/23 at 5:00 pm
- Launching recruitment for in-library volunteers for the first time since February 2020!
  - Sign-up sheet was out on one of the tables during the library birthday party
  - Looking for folks to pull holds and to shelve books
  - This help will allow Circulation staff and others to focus on other projects
  - Minimum age to volunteer is 14 years old
- Programs
  - So many programs, including several new and returning programs for youth and adults!
  - Details included in slide deck linked above and included on [ACLA website](#)

### School Supply Free Store

- Served 135 students!
  - 35% were within ACL service area
  - 41% were from schools outside ACL service area, but within Beaverton School District
  - 24% were from other Washington County schools
  - <1% were from outside Washington County
- People who attend this event do come back to the library
- Reviewing numbers and thinking about how we can do this again next year
  - Ideas suggested during meeting:
    - Partner with a local school to use their space (ex: gym)
    - Serve as a site for [Wake Up Beaverton](#)
      - They bring the supplies, we provide a space
- The numbers demonstrate that folks beyond the ACL service area are being served through this event
  - This information furthers support of re-mapping the WCCLS district for ACL
  - The new Community Relations Director with WCCLS has been in the county for a long time

### Staffing

- Several strong candidates!
- Have three fully trained Circulation Assistants and a Lead
- Added a technical skills assessment during interview process

### Report Season

- State Library of Oregon Annual Statistical Report
  - Due October 31<sup>st</sup>
  - Lots of work, but feel it is a tangible date
  - We use these stats in our annual report
- ARPA Grant
  - Close out report due October 15<sup>th</sup>
- Annual Report
  - Due by end of October
  - All of the data helps tell the library story

### Strategic Plan

- Where does the board fit in?
  - Equity
  - Policy updates
  - DEI training
  - ACLA Board document repository in development
- Where to begin
  - Shadowing staff
  - Attend programs
  - Community question chats – talk to people in the community about Aloha and how the library fits in

### **Board Director's Report**

#### WCCLS Executive Board Meeting Recap

- [Link to slide deck](#)
- WCCLS assessment of what is working well and what isn't working well
- Planning aligns to when the county levy is up for voters to approve for renewal as well as when our lease for the library is ending
- Currently in RFP process for contractor/consultant to review and make recommendations enable several project outcomes:
  - Analysis of current service levels and total cost
  - Establish base library service level
  - Explore option to fund a base level library service
  - Evaluate partner roles in providing base level service to the community
  - Establish metrics to allocating funding for partners operating libraries
- There may be an opportunity for growth in funding from the county
- Service area will be included as a topic of conversation with the contractor/consultant

## Aloha Business Association

- Next monthly meeting is at Nonna Emelia's Thursday November 9th @ 11:30 am

## Upcoming ACLA Meetings – Schedule

### Annual Membership Meeting 5<sup>th</sup> Wednesday of November; 6:30-8:00 pm

- November 29 –**in-person at the library**
  - Officers to be reelected in January

### Board Meetings – 3<sup>rd</sup> Wednesday every other month; 6:30-8:00 pm

- January 17

### Board Recruitment and Retention Subcommittee Meeting - TBD

- Date TBD
  - Kim will get an agenda put together and send invite

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

- December 4

### Philanthropy Committee Meetings 3<sup>rd</sup> Wednesday of non-Board meeting months; 6:00-7:00 pm

- October 18
- December 20

**Next ACLA Board Meeting will be replaced by the Annual Membership Meeting, Wednesday November 29<sup>th</sup>, 6:30-8: pm**

- **This meeting will be in-person at the library**

## Hours

- **There is now a form available to submit hours: [ACLA volunteer timesheet](#)**
- Beth – 12
- Courtney – 7.25
- Helen – 1.5
- Jessica – 3
- Julie – 10
- Melanie – 3
- Ron – 2
- Kim – will submit via new form
- Dick – *did not submit hours*
- Daniel - *unable to attend meeting*