

# Aloha Community Library Association – Board Meeting

March 20, 2024

**Board members present:** Melanie Belles, Beth Lewis, Jessica Otto, Kim Thomas

**Staff present:** Jeese Castellanos, Terri Palmer

Board members absent: Julie Fairman, Dick Schouten

Call to order at 6:34 pm

## Approval of January Minutes

- **DECISION:** APPROVED
  - Motion to approve the minutes, including change above, brought forward by Kim Thomas
  - Seconded by Jessica Otto
  - Unanimously approved by present board members

## Financial Report

### Budget vs. Actuals

- Donations are down
- Online book sales are up
- Salaries down a bit
  - Fluctuations in who has been working/who has not been working which has caused payroll to be down a bit

### Statement of Financial Position Comparison

- CD spend and reinvestment on tract, based on 3/4/24 board vote
  - \$4,000 for divider project moving forward
  - Remaining ~195,000 being reinvested into 9-month CD at rate of 4.75%

## Board Recruitment and Retention Committee

- Reviewed [Recruitment and Retention Prioritization list 2.21.2024](#) that was included in the board packet

### Recruitment Needs

- **ACTION:** Board members need to fill out Board Survey that was sent out with board packet and return via email to Terri and Beth
  - This will help us to identify skill and community gaps

### Board Intentions and Role

- Mission, Vision, and Values for Board
  - **ACTION:** Kim will send out 2022 Mission, Vision, and Values to the board
- Attorney to review bylaws
  - We have moved forward with [Rational Unicorn Legal Services](#)
  - Already paid \$1500 and they are reviewing our bylaws
  - Goal: Attorney will help to make our bylaws clear

Approved by ACLA Board of Directors 5/22/2024

## **Philanthropy Committee**

### Spring Fundraiser

- In planning, more information will be coming soon

### Book Sales

- Online book sales are doing very well
- Book sale corner is moving
- There is a media sale coming 3/23/24 10 am-3 pm
  - Large number of CDs, LPs, and DVDs

### BottleDrop

- Offering another Give match: Earth Week Give 4/22/24-5/4/24
  - Will earn a 20% match during these dates
- Kim and Teresa will handle pick up of bags of cans and bottles at the library throughout the event
  - **ACTION: Kim** will create a calendar for Kim and Teresa to coordinate dates
- Social media contest
  - 40 prizes of \$100 each
  - Full criteria on [BottleDrop Early Week Give](#) page

### Farmington Gardens

- They are partnering with ACLA again this year for a Donation Shopping Day 4/21/24
  - Any purchases by folks with a copy of the flyer (paper or on their phone) will have 10% of their purchase donated to ACLA
  - Help support ACLA by sharing with the community, including social media posts once ACLA begins posting

## **Library Director's Report**

### Open Circulation Assistant

- After receiving resignation notice from 20-hour per week Circ Assistant, reviewed position and was able to reduce their hours and keep them on staff with fewer hours
  - This way we retain knowledgeable, trained staff
- Now have an open position for 12 hour per week Circ Assistant
  - M, Tu, W, 2:15-6:15

### Oregon Library Association

- Jesse will be attending the OLA Conference in Salem in April
  - She has relatives she is able to stay with, allowing training and travel to fit into ACLA budget

### Volunteer Program

- Training additional volunteer to help with pulling materials put on hold by patron
  - Having trained volunteers pull hold materials helps take some work off of the plates of paid staff

### Update from Jesse

- Gearing up for summer programming
- Starting to get feelers from teachers for field trips

## **Board Director's Report**

- Library calculation project kicking off
  - There will be a lot of opportunities for ACLA to connect with this project

**Staffing**

- Terri is looking at numbers to see if there is any way to make Maddie full time in fiscal year 2024/25
  - Currently working 35 hours per week now, but it is split across two positions
  - Would like to increase by 5 hours per week, plus benefits
- Waiting to see what will happen with Oregon's minimum wage
  - Information should be released at end of April
  - Could mean an increase in minimum wage for some library staff
- WCCLS budget for Fiscal Year 2024/25 will be released end of April or early May
- If there is a wage increase and zero increase in WCCLS, it will challenge our payroll budget for FY 2024/25
- One thing we also need to keep in mind is the WCCLS requirement that ACL remains open for a minimum of 45 hours per week

**Next Board Meeting is Wednesday May 22nd @ 6:30 pm**

- ***Note: This is the 4<sup>th</sup> Wednesday, not the 3<sup>rd</sup> Wednesday of May***