



Board Meeting Minutes

June 15, 2022
virtual meeting

Board members present: Julie Fairman, Daniel Hauser, Beth Lewis, Jessica Otto, Dick Schouten, Kim Thomas

Board members absent: Melanie Belles, Helen Chandler, Ron O'Connor

Staff absent: Terri Palmer (Library Director)

Call to order at 6:34 pm

Approval of May Minutes

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

Philanthropy Committee

- Did not meet this month
- Spring Auction
 - Brought in approximately \$4k
 - Had hoped for \$8k
- Spring Fundraiser is still underway

Monthly Financial Report

Profit & Loss

- Without ARPA, \$9k below budget
- We've spent \$68k less than expected, not truly \$114k

Annex

- Multiple calls and emails to Ryan, still without response
 - Have sent a more explicit email stating that we want to exit the lease of the Annex space
 - The communication has not been great, but we have felt supported financially in this building
- Terri is reaching out to contractors
- **ACTION:** Daniel find out when the lease is up

Fiscal Year 2022/23 Budget

- Income: not many changes
- Expenses:
 - Assuming a slight discount on the lease
 - No reduction of Common Area Maintenance (CAM) fees
 - Assuming end of Annex lease by December (6 months)
 - Includes board-designated transfer to reserve fund
 - Money Market Vanguard currently @\$120k, but needs to be increased to meet 3 months' of expenses
 - Includes 3% cost of living increase
- Essentially this is a balanced budget
- **DECISION:** APPROVED
 - Motion to approve the budget brought forward by Kim Thomas
 - Seconded by Dick Schouten
 - Unanimously approved by board members present
- We may need a mid-year board-approved updated budget, depending on what happens with Annex and remodeling/moving costs

Treasurer

- The ACLA has not had a Treasurer for over a year
- Jessica has agreed to take on the position – thank you, Jessica!
- **DECISION:** APPROVED
 - Jessica Otto was nominated by Daniel Hauser
 - Seconded by Kim Thomas
 - Unanimously approved by board members present

Vanguard Signers

- The approved signers for the Vanguard account need to be updated to reflect changes in board positions.
- Approved signers for the Vanguard account per ACLA Bylaws:
 - Board President – Daniel C. Hauser
 - Board Treasurer – Jessica M. Otto
 - Library Director – Terri L. Palmer
- **DECISION:** APPROVED
 - Motion to approve the updates to signers on the Vanguard annuity account brought forward by Kim Thomas
 - Seconded by Dick Schouten
 - Motion approved by majority of board members present

Board Retreat

Logistics

- Last board retreat was prior to the pandemic
- Would like to hold it in July or August and cancel the regularly scheduled board meeting for the month we have the retreat
- Idea: Jenkins Estate or Champions Park, maybe a Tuesday
 - **ACTION: Dick** will follow up with Tualatin Valley Parks and Recreation Department (TVPRD)
- Need to know the available dates for board in July and August
 - **ACTION: Daniel** will follow up with Terri and ask for a Doodle
- Another idea, if TVPRD doesn't work out, could look at Cook Park in Tigard
- If we decide to hold indoors, would wear masks

Topics

- Take a look at our strategic plan
- Come up with our Strategic Vision
- Find path forward for growth and abundance
- Discuss idea for 10 year celebration
 - Incorporate Strategic Vision into 10 year celebration

QUESTIONS FOR FUTURE MEETING(S):

- If we are able to confirm a rent reduction
 - What amount of the unrestricted fund can be expended?
 - What other funds do we have that we can use to invest in the library?
- What do we want as our vision? Our goal?
 - Future library space: Someday do we want to own our own space? Lease a different space
 - Increase staff pay to be more aligned with neighboring libraries?
 - Investing x% into Collection?

Volunteer Hours

- Julie – 6
- Helen – *absent*
- Beth – 1.5
- Jessica – 1
- Melanie – *absent*
- Ron – *absent*
- Daniel – 10
- Kim – 10.5
- Dick – *none provided*

Submitted by Kim Thomas, ACLA Board Secretary