

Aloha Community Library Association – Board Meeting

May 17, 2023

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

Staff present: Terri Palmer

Guest, potential new board member present: Courtney Seto

Board members absent: Helen Chandler, Ron O'Connor

Call to order at 6:35 pm

Approval of March Minutes

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

Potential New Board Member

- Courtney Seto is interested in joining the ACLA Board of Directors
- Courtney has met with Beth and Terri prior to this meeting
- Her background is in process improvement and organizational development
- She lives close to the library and is interested in giving back to the community she is a part of
- Her belief around the role of libraries and access to knowledge:
 - Education should be open to everyone
 - Libraries should be responsive to community needs
 - Libraries should not dictate what is available to the community

Financial Report

Budget vs. Actuals

- Donations exceeded budget
- Non-government grants, restricted, may be due to Kendal adjusting Ready to Read funds

Statement of Financial Position Comparison

- Nothing standing out as unexpected

Signers on Financial Accounts

- Need to update signers to Chase and Vanguard accounts
 - Chase: Add Beth Lewis and Jessica Otto
 - Vanguard: Add Beth Lewis, Jessica Otto, and Jesse Castellanos
- **DECISION:** APPROVED
 - Motion to approve the updates brought forward by Kim Thomas
 - Seconded by Dick Schouten
 - Unanimously approved by present board members

Next Finance Committee Meeting – Monday June 5th @ 6:30 pm

Approved by ACLA Board of Directors 7/19/2023

Fiscal Year 2023-2024 Budget

Goals

- Settle into consistent patterns with the closure of the Annex and reduction into smaller space
- Provide cost of living increases to staff
- Maintain staff and service levels

Revenue

- We do not have final budget from WCCLS yet, but put in placeholder budget amount based on what we know so far from the county

Expenses

- Development budget increase to cover donor stewardship as well as moving back into having in-person events
- Extra labor is budgeted to allow 3 hours/week for coverage allowing others time for PTO

Vote

- **DECISION:** APPROVED
 - Motion to approve the updates brought forward by Daniel Hauser
 - Seconded by Julie Fairman
 - Unanimously approved by present board members

Philanthropy Committee

Applications: Fundraising and Grants

- Submitted application to participate in Willamette Week's [Give!Guide](#)
 - This is not a grant, but a program that would give visibility to ACLA and could bring in donations
 - Timing of the Give!Guide aligns with our end-of-year donation drive
 - We should know if we were accepted or not by mid-June
- Submitted full application for an operational grant of \$49,650 to [Maria Lamfrom Charitable Trust](#)
 - If accepted, we may not receive the full amount
 - We could know if we were accepted by mid-June

Spring Fundraiser

- Anticipating email will be sent out next week
- Will highlight some of the cool things we have going on besides the children's library

Business Membership

- Initial emails went out to 30 businesses
- No follow up phone calls have been made
- No interested businesses have reached back out to us
- Emails were also sent out to Farmington Gardens and the Aloha Garden Club
 - Each business donated \$500 and would qualify as Tier 3 Business Members, if they are interested
- We will re-evaluate efforts

Donor Calls

- There are still a few folks that have not been called
- Spreadsheet has not been updated recently with additional donors

Next Philanthropy Committee Meeting – Wednesday June 21st @ 6:00 pm

Approved by ACLA Board of Directors 7/19/2023

Director's Report

Youth Services Library Assistant

- Working to fill this position to support Jesse with children and teen programming
- Will also be trained in Circulation Department tasks to help cover service desk as needed

Book Challenge

- There has been no additional follow-up on the ask to have *Two Grooms on a Cake* removed from the library
- Terri has suggested that we update the Collection Policy to include a timeframe for the steps of the request to have a book removed from the collection
 - Terri and Beth have discussed and will hopefully have sometime drafted soon

Library Budget Cuts in Washington County

- Beaverton – Has been in the news recently due to potential upcoming cuts
 - Open hours for Murray Scholls location could be reduced down to 4 days/week
 - Staff cuts at both the Beaverton City Library and Murray Scholls locations
- Banks – Potential staff cuts
- West Slope – News coming

Public Use Space

- The space at the back of the library is the only area that could be used for this
 - This area is open to the rest of the library
- Currently, this back area is being used for library programs
- At this time there are not plans to bring back a public use space
 - Do not have enough funding to stay open beyond open-hours
 - Would likely need to be open beyond open hours to accommodate evenings for a public use space

Summer Reading Program

- Program theme: Find Your Voice
- Will also offer Storytime in the Park again this summer
 - Katie (former staff) will join on Mondays for this program

Additional Library Programs

- Sit & Stitch – 2 times per month, starting in June
- Senior Social Hour – Starts in June
- Drop-in Tech Help - Fridays 10:30-noon
 - This programming is getting very popular and are looking into additional help for Jared
- Computer Literacy - Would like to offer in the fall
 - Additionally, looking into a minimum tech competency program for staff to help them provide assistance to patrons as needed, and to boost their confidence in their tech abilities and knowledge to help patrons
- WCCLS Mascot – Wallace the Book Bug
 - Will travel to each of the libraries in Washington County
 - Mascot will be hidden in the library, and there will be prizes for finding Wallace
- [WCCLS Passport](#) – Collect stamps June 1 – August 31

Board Director's Report

WCCLS Updates

- There was a smaller group meeting with the count administrator
- WCCLS has done a lot of restructuring to absorb some of the budget cuts to that the libraries would have less cut from their budgets
- County is starting work on a new strategic plan in the fall
 - There has not had a major change in the strategic plan in 20-ish years

ACLA Strategic Plan

- Terri met with a small group of staff to review and work through feedback on the strategic plan that was drafted last summer during the Board Retreat
- In the early days of the Aloha Community Library, the philosophy was about abundance from the community
 - Turning back that direction in the updated strategic plan
- When considering the county cuts and looking at what we want to present to people
 - What we do and what we stand for
- Asset-based community
 - Talking to people in the community beyond just their thoughts on our open hours and what their favorite genres are
 - We also want to talk to people who don't use the library
- Community-centric fundraising
 - Making cases for fundraising while keeping abundance at the center
- Strategic priorities
 - The version we came up with last summer had a lot of pushing forward type language
 - Based on feedback from staff, made some changes to wording to allow for rest, reflection, restoration
- Vote on approval of the Strategic Plan
 - **DECISION:** APPROVED
 - Motion to approve the updates brought forward by Daniel Hauser
 - Seconded by Kim Thomas
 - Unanimously approved by present board members
- **ACTION:** Terri to create a one-pager as a fundraising tool

Beaverton Chamber and Aloha Business Association – [Business After Hours](#)

- Nonna Emelia's Wednesday May 24th @ 5:00 pm

Review and Vote – New Board Member

- **DECISION:** APPROVED
 - Motion to approve the updates brought forward by Daniel Hauser
 - Seconded by Dick Schouten
 - Unanimously approved by present board members

Upcoming Meetings – Schedule

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

- 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

- June 5
- August 7
- October 2
- December 4

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

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

Next ACLA Board Meeting is Wednesday July 19th @ 6:30 pm

Hours

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