

Aloha Community Library Association – Board Meeting

July 19, 2023

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

Staff present: Terri Palmer, Jesse Castellanos

Board members absent: Ron O'Connor

Call to order at 6:35 pm

Approval of May 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

- Year-end numbers are still being finalized
- \$3800 short of donation goal for the year!
- Investment income \$500 over monthly goal
- Furniture and fixtures for remodel have been paid
- Non-government grants
 - Unsure what this line is – things still being moved around as year-end wraps up
 - Kendal was not available to attend the meeting this evening
 - **ACTION: Terri and Kendal** will follow up
- Appears we may have ended the month with \$34k
 - Is this because of WCCLS payment?
 - **ACTION: Finance Committee** – topic for next meeting
- We had a number of changes during FY2022/23
 - Giving up the Annex
 - Remodel
 - Staff turnover

Statement of Financial Position Comparison

- Row 310000 Temp. Restricted Net Assets was due to Ready to Read spend
- Q4 spending was up
 - Furniture, year-end spending and payments
- Because year-end has not yet been finalized, these numbers are still a bit in flux
- Finance Committee did not meet last month as a part of an effort to reduce the number of meetings
 - **ACTION: Finance Committee** may want to address topic during next meeting regarding meeting schedule around at the close of the fiscal year

Next Finance Committee meeting Monday August 7th @ 6:30 pm

Approved by ACLA Board of Directors 9/27/2023

Philanthropy Committee

Grants and Other Application-driven Funds

Give Guide

- We were not selected for the Willamette Week's [Give!Guide](#)
- It was good to go through the process and we will have other opportunities to use the information that was pulled together

Maria Lamfrom Charitable Trust

- We received \$15k grant for operational expenses
- The check has been received and deposited
- We are using this funding towards building connections with the community and executing on our strategic plan

Book Sales

- Book sales are doing amazing!
- This past Saturday 7/15/23 the library held a sidewalk sale and earned \$211
- We will hold another [sidewalk sale on Saturday 8/12/23](#)
 - This will coincide with the [Aloha Car Show](#)
 - Melanie asked for a volunteer to take the morning shift at the beginning of the sale
 - Courtney volunteered
 - **ACTION:** **Melanie** will connect with Courtney

Booktique

- This year Booktique will be held in October
 - This will help decouple it from being seen as a Christmas event
 - This will also help keep it from overlapping with other year-end fundraising efforts
- Maggie is working on a call for donations

Fiscal Year 2023/24 Philanthropy Plan

- Still in development by Terri and Maggie

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

Board Recruitment and Retention

- Discussion came up during Philanthropy Committee meeting

Ideas for topics to focus on

Goals for the Board

- What are the goals/objectives for the board?

Board Recruitment

- How many people do we think we should aim to have on the board?
- Our board should reflect the community as well as certain skill sets that will help ACLA grow
 - Want to figure out who we don't have at the table
- Minimum and/or maximum term for board members?

Approved by ACLA Board of Directors 9/27/2023

Board Development

- Have board members learn what it is like to be a staff member
 - Train with staff and volunteer

Incorporate into Board Meetings

- After initial discussion on this topic, we will fold this into future board meetings

Board Policy

- Question came up asking if our policy allows for changes to committees
 - Beth believes the bylaws allow for flexibility
 - **ACTION: Beth** Review of bylaws related to committees
 - Awareness that there are bylaws that will need changes and we can include a review of committees

Proposal from Philanthropy Committee

- Pause Philanthropy Committee until scheduled 10/18/23 meeting
- Use the time currently slated for the 8/16/23 Philanthropy Committee meeting to hold Board Recruitment and Retention meeting
- **DECISION: APPROVED**
 - Motion to pause Philanthropy Committee until 10/18/23 and use 8/16/23 meeting time for Board Recruitment and Retention discussion proposed by Kim Thomas
 - Seconded by Daniel Hauser
 - Unanimously approved by present board members

Library Director's Report

Summer Reading Program

- [Name Our Dragon](#)
- [WCCLS Passport Program](#)
- [Find Wallace](#)
- [Summer Reading Program – Kids](#)
- [Summer Reading Program - Teens](#)

Community Outreach

- Tied in with summer reading
 - We were given 350 kids books from the county to distribute to underserved community members
 - Summer multilingual program
 - 400 students/day K-8
 - Barnes, Kinneman, Aloha, Huber Park
- Tabling opportunities/events
 - Offering table space to organizations in the community
 - [Forth](#) – nonprofit organization dedicated to increasing equitable access to electric transportation will have a table outside of the library 7/20/23
 - [Bloodworks Northwest](#) – nonprofit bloodbank and research institute we're working to partner with for a blood drive in the parking lot in August

New Library Programs

- Laps at Your Library – Considering opening early to allow folks to walk indoors on a set route 1 day/week
- [Senior Social Hour](#) – Last Tuesday of each month
- Financial Literacy Training – in the process of developing this program

Report Season

- State Library Report
 - Goal to have completed in early September
- ARPA Reports
 - Quarterly report was just finished
 - Annual Report – we still have \$3k and need to wrap up by the end of October

Staffing

- Recent notification of one circulation person moving away
- Hiring Youth Services Library Assistant
 - Maddy is already the Lead Circulation Assistant (part time) and will be picking up a second part time role as the Youth Services Library Assistant
 - 35 hours combined, but still considered part time employee

School Supply Drive

- Goal is to supply at least 40 kids
- Have been contacted by Daughters of the American Revolution who would like to use this school supply drive as a service project this summer
- The free store will be held August 25th-26th

Washington County Banned Books Week

- Banned Books Week is October 1-7
- In an email from Lisa Tattersall she said that Washington County would like to issue a proclamation to recognize Banned Books Week
- There will be a Board of County Commissioners meeting the evening of September 26th
 - This is an opportunity to attend the meeting, join with libraries and city councils in support of Banned Books Week

Board Director's Report

WCCLS Work Session

- Beth will be serving on the WCCLS Executive Board as Vice Chair
- This is the first non-profit library representative that will have an Executive Board seat as an officer
- It is an exciting time, as WCCLS is embarking on a project to restructure based on growth across the county
- The current levy will end in 2025
 - Currently there is a Request for Proposal for consultants to help analyze current services and establish base-level library services
- Link to document: [Review Scope of Proposed Funding and Governance Evaluation Project for Library Services](#)

Upcoming Calendar Changes

- We will move our September board meeting to September 27th @ 6:30 pm
- We will move our Annual Membership Meeting to November 29th @ 6:30 pm and it will be in-person at the library

Collection Development Policy

- Proposed update: Addition of timeframe that the person making the request for reconsideration has to appeal to the ACLA Board of Directors. This will allow staff to know that, after 30 days of sending the written response, if there is no action taken by the person making the request, the issue has been resolved.
- Paragraph with change (change highlighted): **Within 30 days of receiving the written response from the Library Director**, if dissatisfied with the course of action decided upon by library staff, individuals may request time on the Library Board agenda. Such a request must be in writing and received by the President of the Board at least 20 days before the Board meeting at which it will be considered. Once a decision is made, the Board shall send the complainant written notice of the Board action. The final decision on reconsideration of a specific title shall remain in effect for three years.
- [Link to full document, including highlighted changes](#)
- **DECISION: APPROVED**
 - Motion to include timeline to the Collection Development Policy proposed by Daniel Hauser
 - Seconded by Kim Thomas
 - Unanimously approved by present board members

United for Libraries

- Melanie provided an update about the upcoming United for Libraries Virtual 2023: Trustees, Friends, Foundations event August 1-3, 2023
 - [Conference details](#)
- Because we are part of an Oregon library, we are able to register for no cost
 - [Click here to register](#)
- The sessions *should* be available to watch on-demand beginning no later than Monday August 7, 2023
 - Melanie pointed out there have been issues with the availability of the on-demand sessions in the past, and we might not want to count on being able to watch them as recorded sessions

Aloha Business Association

- Next monthly meeting is at Nonna Emelia's Thursday August 10th @ 11:30 am

Upcoming ACLA Meetings – Schedule

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

- September 27

Board Recruitment and Retention Meeting 3rd Wednesday in August; 6:00-7:00 pm

- August 16

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

- August 7
- October 2
- December 4

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

- October 18
- December 20

Annual Membership Meeting 5th Wednesday of November; 6:30-8:00 pm

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

Next ACLA Board Meeting is Wednesday September 27th @ 6:30 pm

Hours

- Beth – 8
- Courtney - 3
- Daniel – *missed hours in chat*
- Dick – 1.5
- Helen –1.5
- Jessica – 2
- Julie –2
- Kim – 12.5
- Melanie – *missed hours in chat*
- Ron – *unable to attend meeting*