

Aloha Community Library Association – Board Meeting

May 22, 2024

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

**Note: Dick Schouten had to resign from the board*

Staff present: Terri Palmer

Call to order at 6:33 pm

Approval of March Minutes

- **DECISION:** APPROVED
 - Motion to approve the minutes, including change above, brought forward by Julie Fairman
 - Seconded by Kim Thomas
 - Approved by present board members

Financial Report

Budget vs. Actuals

- Not many changes

Statement of Financial Position Comparison

- Not many changes

Fiscal Year End Bonuses

- Currently estimating \$15k-\$16k surplus
- Proposed 3 different bonus options
- Will occur with June 25th pay period
 - This allows options if there are any financial surprises and the bonuses need to shift
- **DECISION:** APPROVED
 - Motion to pay higher bonus (Option 3) brought forward by Melanie Belles
 - Seconded by Julie Fairman
 - Approved by present board members

FY 2024-2025 Budget

- WCCLS revenue expected to increase 2% (approximately \$11k)
- CD interest rate estimated to be lower based on current trends
- Increase in benefit expenses and adding 1 full time employee
- Wage increases
 - Cost of living increase 2%
 - 2.2% increase Circulation Assistant to keep just over adjusted minimum wage
- Several new computers purchased this year so anticipate fewer technology expenses next year
- Collections and programming remain the same
- Based on review, Board suggested adjusting the budget and including the minor surplus into Collection line item
 - **ACTION:** Terri and Kendal will make this change
- **DECISION:** APPROVED
 - Motion to approve FY 24/25 budget with adjustment to Collection forwarded by Kim Thomas
 - Seconded by Jessica Otto
 - Approved by present board members

Approved by ACLA Board of Directors 7/17/2024

Board Recruitment and Retention Committee

- Discussed April Recruitment and Retention meeting
- Lots of effort going into review of our bylaws
 - More to come in Board President Update
- Folks have received access to Board SharePoint
 - Work is still in progress on the site
- Preparing for new fiscal year
- Working on Onboarding document gathering and making improvements
- The number of folks on our board has reduced significantly over the past year

Philanthropy Committee

Book Sales

- Discover Books has gone out of business
 - They were an organization that picked up books that we were determined could be donated rather than sold
 - We had a 4'x4'x4' box being filled for them to pick up at the time of their closure
 - Their closure has impact along 1-5 corridor in Washington and Oregon
 - Also working with local organizations ACL where donates books
 - Has been informal process in past, so also working to formalize the process
 - Working with Little Free Libraries as well
 - This has led to us holding a Surprise Sale
 - Generated \$787
 - Also holding Big Spring Book Sale 5/13/24-5/25/24
 - So far raised \$923.50
 - Melanie gave a big thank you to library staff since they've been restocking the sale while she is traveling

Farmington Gardens Fundraiser

- Event was held 4/21/24
- Have not found out how much money was raised yet, but expecting the check to arrive in near future

Burgerville Dining for Dollars

- Event will be held 7/5/24 5:00-8:00 pm at 185th & Walker Road location
- **ACTION:** Beth will reach out to principal at Aloha-Huber Park Elementary School to ask if they can include in their newsletter

Spring Fundraiser

- Will take place 6/3/24-6/30/24
- Goal is to raise \$10k
- First email will go out 6/3/24
- Volunteer opportunity to help deep clean the library on 6/9/24
- Donor newsletter will go out 6/12/24
- Second email to folks that have not donated this fiscal year will go out 6/24/24

Library Director's Report

Staffing

- Currently difficult time for staff due to illnesses, family illnesses, etc.
- Had a staff member add a spouse to their medical insurance
 - It has always been an option, but this is the first time someone has signed up
 - Kendal worked out a process for handling payment, paycheck deduction, etc.

Approved by ACLA Board of Directors 7/17/2024

Field Trips

- Jesse hosted several field trips of students visiting the library

Programming

- Taiwanese Tea Ceremony had 9 attendees

Community Happenings

- Aloha High School Warriors mascot may potentially change, as some students and staff have questioned the appropriateness
 - [Link to KOIN 6 news article](#)
 - There is at least one library patron that has voiced their opposition to changing the mascot
 - The library's stance is that changing it supports our strategic plan initiative of Belonging
 - [Five Oaks Museum](#) has exhibition on the history of our local land

Board Director's Report

WCCLS Meeting

- Beth and Terri attended meeting today
- Merina+Co consultants have met with libraries individually
 - Very transparent conversations and Beth and Terri felt they were heard
- At today's meeting, all of the libraries came together
 - Similar points of frustration/opportunities for WCCLS to improve upon came up in the individual meetings
 - Lack of transparency and clarity around base services, hours, etc.
 - It is clear that everyone would like clarity
- This evaluation process won't conclude until 2025, at which point the consultant will provide recommendations
 - Those recommendations will go to the Washington County Commissioners
 - Recommendations must be approved by 2/3 of the nonprofit libraries and 2/3 of the city libraries
 - This provides a balance of power between the nonprofit and city libraries
- Meetings will continue over next 6 months
- Over the summer, WCCLS plans to have a community survey to gather information from library users and non-users
- A key element of the evaluation is to look at library services through an equity lens – for all Washington County residents, regardless of where they live

Bylaw Recommendations

- The consultant will recraft the bylaws to make recommendations
- This is all part of evolution of our membership and board
 - Board had positive feedback based on recommendations
 - Shows our evolution, maturity, is more professional, provides protection in that we will have definition and clarity
- One of our goals is to help make things easier on staff
- Another goal is to assist with recruitment and retention
- This will provide clarity, enhance the experience for members, provide clear roles for members, board, etc.
- Recommendation of advisory boards for various demographics
- Below are the two areas consultant highly recommending for updates:

Clarify Membership

- Currently confusing and a lot for staff to manage
- Clarification will help us to hold membership drives
- Create definitions for terms
 - Example: Membership vs. Patron
- Recommend changing terminology from Member to Friends
- Ensure we are reducing barriers
 - Ability to become a member through money *or* time
 - Set definition of volunteer time to make it easier for staff to manage
- Also reviewed membership-based nonprofit organization vs. straight nonprofit organization
 - Membership organization has more tie to the community, which is what Aloha Community Library would like to continue functioning as

Clarify Officer Roles & Committees

- President role
 - Nature of the role and the role's involvement with WCCLS Executive Committee
- Vice President
 - Identify items that the VP can handle
 - Help to support members and membership
 - Question to consider: Should the VP track lead to role of President?
- Board Members
 - Allow for flexibility
 - Identify number of board members
 - How many do we need for a quorum?
 - Should we have term limits?
 - What is the role of the Immediate Past President?
- Committees
 - Define ongoing vs. ad hoc
 - Define roles and authority
- Next steps:
 - Terri and Beth will let Lindy (consultant) know to start crafting changes
 - Terri and Beth will provide recommendations on specific items
 - **ACTION:** Terri and Beth will bring recommendations back to the board
 - **GOAL:** have ready for Annual Membership Meeting

United for Libraries

- Webinar June 5th: [Law and the Right to Read: What Your Trustees Need to Know](#)

Next Board Meeting is Wednesday July 17th @ 6:30 pm