

Aloha Community Library Association – Board Meeting

July 17, 2024

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

Staff present: Terri Palmer, Jesse Castellanos

Call to order at 6:30 pm

Approval of Past Meeting Minutes

- May 2024 Board Meeting Minutes
 - **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Julie
 - Seconded by Jessica
 - Approved by present board members
- March 4, 2024 Special Board Meeting Minutes
 - **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Julie
 - Seconded by Jessica
 - Approved by present board members
- 2023 Annual Member Meeting Minutes
 - **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Julie
 - Seconded by Jessica
 - Approved by present board members

Policy Review and Approval

- Conflict of Interest
 - Just a review
 - No changes suggested
- Record Retention and Destruction Policy
 - **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Kim
 - Seconded by Julie
 - Approved by all but one board member
 - Melanie abstained from the vote
- Whistleblower Policy
 - **DECISION:** APPROVED
 - Motion to approve the minutes brought forward by Kim
 - Seconded by Julie
 - Approved by present board members

Approved by ACLA Board of Directors 2024-09-25

Finance Committee Update

Budget vs Actuals

- Donations up
- Printer/copy fee collection exceeded budgeted expectation
- Book sales exceeded budgeted expectation
- Payroll was up, but not unexpected
 - Due to end of fiscal year bonuses
- Technology spending was under budget
- End of fiscal year spending showing as anticipated

Statement of Financial Position

- Increase in Vanguard account
- Long term lease was down this month due to timing

Fiscal Year End

- Kendal is working with Kern & Thompson Accounting on wrapping up year-end activities

Carryover Balance

- Prior to the pandemic there were sometimes carryover balances at the end of the fiscal year
- We have a carryover balance at the end of FY 23/24
- **ACTION Finance Committee** to review carryover
 - Will bring findings/recommendation to September board meeting

Philanthropy Update

BottleDrop

- Raised \$117.88 so far this fiscal year

Dining for Dollars

- Burgerville
 - Raised \$173.82
- MOD Pizza
 - Fundraiser coming up Monday August 19th @ Cedar Hills location
 - 25% of fundraiser sales

Book Sales

- Online and book sales corner going well

Spring Fundraising

- Met goal!
- Match was successful and helped get us to meet our goal

Booktique

- October
- Dates not figured out yet

End of Calendar Year Fundraiser

Approved by ACLA Board of Directors 2024-09-25

- November-December
- Details still being developed

Board Recruitment & Retention

Board Commitment Form

- [ACLA Board Annual Commitment Agreement FY24-25](#)
- Reviewed form with board
- Board members will be held accountable on financial and/or time commitment
 - By checking yes to the agreement they are accountable
 - Staff will need to help with tracking
 - President will be responsible for working with board member(s) to ensure their accountability is upheld
- **ACTION: Terri** will provide perimeter map
- **ACTION: Kim** will make update to wording of item 7 re: donating funds and/or time to ACLA (*completed*)
- **DECISION: APPROVED**
 - Motion forwarded by Julie to approve the board moving forward with this Commitment Agreement each year
 - Seconded by Jessica
 - Approved by present board members

Board Survey Results

- Reviewed survey results
- Would like to conduct survey each year

Position Descriptions – Overall

- Terri has been working to incorporate our strategic plan into the position descriptions for Staff and for Board Members

ACLA Board Member Position Description (Draft)

- **ACTION: Terri** align verbiage to align with bylaws
 - Next review during 8/21/24 Board Recruitment & Retention meeting
 - Vote during 9/18/24 Board meeting

ACLA Officer Position Descriptions

- ACLA Board Treasurer Position Description (Approved 12/2020)
 - **ACTION: Terri** align verbiage to align with bylaws
- Additional Officer Position Descriptions
 - President
 - Vice President
 - Secretary
 - **ACTION: Terri** would like to have them completed by 9/18/24 board meeting

Assistant Library Director Update

Summer Reading Program

- People are already coming in to claim a free book
- Experiencing good program event attendance
 - Program events every day this week
- August 1st, Oregon Bird Man event has approximately 600 people have indicated they are interested
 - Estimate that 80-100 is the most that can be handled
- Next week free book give away
 - Books provided by WCCLS
 - Partnering with Aloha Huber Park Summer School program
 - Around 350 kids, K-8

Library Director's Report

Staffing

- Still some ongoing family health issues
- Have one person that will be out 6 weeks

WCCLS Updates

Survey

- There is a stakeholder survey available for board members to fill out
- Community survey should be up tomorrow
- Terri working to get a paper copy of the survey put together for folks to fill out if they don't want to take electronically
 - UPDATE 7/26/24: Terri has informed the board that Aloha Community Library will not be providing hard copies of the survey, as WCCLS leadership expressed concerns about other libraries not having capacity to do the same.

Wallace Mascot Program

- Kicking off this week
- Find Wallace at WCCLS library and collect a sticker

Board President's Report

Bylaws Review

Definitions

- **Goal**
 - *Decide which terms we want to use*
 - *Make sure terms are clearly defined*
- *Discussed:*
 - Directors
 - Board of Directors
 - Patron
 - Anyone who uses the library services and/or visits the library
 - Friends or Members
 - Friend = Member
 - Friends of the Library
 - Typically there is no governance for *Friends of groups*
 - Our version would grant one vote to each Friend
 - Other suggestions for term:
 - Spanish word for supporter or member
 - Partner
 - Sponsor
 - Vice President of Board would have responsibilities to support Friend of the Library
 - Role in membership drive
 - Ambassador/cheerleader for Friends
 - Make sure people donate, volunteer, etc.
 - Help support staff activities around this work

Dates

- **Goal**
 - *Move towards aligning to fiscal year*
 - *Including budget*
 - *FY 25/26 Annual Membership/Friends meeting would move to May*

In-person vs. Online Meetings

- There was a desire raised to go back to in-person meetings
- Ideas:
 - Hold all meetings in-person
 - Continue with all meetings online
 - Switch every other meeting
 - Ex: Online one meeting, in-person next meeting
- **ACTION:** Board to consider what option(s) they prefer

United for Libraries

- United for Libraries Virtual 2024 Conference program descriptions have been posted
- https://www.ala.org/united/events_conferences/virtual?_zs=06pxk1&_zl=FQmi9
- As a member of ACLA Board, we can register for free
- Oregon is one of five states where the conference is paid for by State Library of Oregon

Office 365/SharePoint

- Beth and Kim to meet offline
- Discuss using access to ACLA Board emails and SharePoint site

Upcoming Meetings and Events

- **Finance Committee - August 5th @ 6:30 pm via Zoom**
- **Fundraiser MOD Pizza – August 19th all day at 3 locations**
 - Cedar Hills Blvd
 - Tanasbourne
 - Hillsboro Esplanade
- **Board Recruitment and Retention Committee – August 21st @ 6:00 pm**

Next ACLA Board Meeting – September 18th @ 6:30 pm