

Aloha Community Library Association – Board Meeting

September 25, 2024

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

Absent board member: Jessica Otto

Staff present: Terri Palmer, Jesse Castellanos

Call to order at 6:31 pm

Approval of Prior Meeting Minutes

July 2024 Board Meeting Minutes

- **DECISION:** APPROVED
 - Motion to approve with updates brought forward by Julie
 - Seconded by Melanie
 - Approved by present board members
 - Changes:
 - Include amount raised by Burgerville fundraiser
 - Clarification on Julie bringing motion forward for Annual Commitment Agreement

Finance Committee Update

Budget vs Actuals

- Payroll expenses down
 - Staffing has been down
- Kaiser insurance rate is going up in October

Statement of Financial Position

- Has been steady, no unexpected changes

Meeting with Kern & Thompson

- Kendal and Terri met with Kern & Thompson
 - Meeting went well
- **ACTION:** Finance Committee to review
 - Send any questions, comments, etc. to Terri by Monday 9/30/24

Carry-Forward Balance

- At the end of fiscal year 23/24 we brought in more than we spent
- **DECISION:** APPROVED
 - Approved by present board members
 - Terri and Kendal move forward with plan to explore how to use funds
 - **ACTION:** Finance Committee discuss 10/7/24

Board Recruitment & Retention

- Work on draft of Conflict of Interest form
- Work continues on Board SharePoint site
- Next meeting Wednesday 10/16/24 @ 6:00 pm

Approved by ACLA Board of Directors 2025-01-15

Philanthropy Update

Booktique

- Scheduled for 10/19/24-10/26/24
- Member Preview Night 10/18/24
- Accepting donations through 10/12/24
 - Fewer donations than last year
- Volunteer recruitment email sent out for help pricing items
 - Have received a few responses so far

End of Calendar Year Fundraiser

- Hoping for board engagement opportunities
 - May be in the form of board phone calls
 - Plan is still in the works

Board Matching Gift Challenge

- Our donors love to give during fund matches
- Even small amounts make an impact
- Feel free to let Terri know if you have opinions on contributing or any other feedback

Sharing on Social Meeting

- Need to make sure the board is sharing ACL on social media, and not just for fundraising
 - Share events, programs, etc. in addition to fundraising asks

Annual Meeting

- Would like the board members to join in person
- Scheduled for 11/20/24

Book Sales

- Book corner and online sales going well
- Made \$1300 during last big book sale

Dining for Dollars

- MOD Pizza on 8/19/24
 - Raised \$173.82
- Next dining for dollars event is at Burgerville on Tuesday 2/25/25 5-8 pm

BottleDrop

- Raised \$171.02 since last board meeting in July
 - Spent \$20 to purchase more blue bags

Library Director's Report

Building Condition

- Building leak started at 12:30 today
 - Standing water on the roof, so Ryan is calling for a roofer
 - A piece of ceiling tile fell
 - Ryan did not provide an offer of help with clean up, etc.
 - Decided to close the library a little early, at 4:30 pm
 - Will see how things are in the morning and determine if we will open or not
 - May need emergency clean up (dehumidifiers, etc.)

Staffing

- Staff member that was on leave is back 12 hours/week
- Another staff member is still working reduced hours

Book Donations

- Aloha Community Library now including Aloha United Methodist Church as a recipient of book donations for books that are not part of book sales
 - This helps us to remove books that we have decided not to sell

Aloha Business Association

- October meeting will be held at Aloha Community Library

CPO6

- Steering committee met at Aloha Community Library yesterday
- They are working on getting a schedule for in-person meetings
 - They have been holding several meetings virtually

Aloha Tree Lighting

- This year the tree lighting will be on 12/7/24
- Have not heard yet if there will be community tabling opportunities
- Waiting to find out more about the event and determine if Aloha Community Library will participate

Aloha Huber Park

- Aloha Community Library participated in their back-to-school night

WCCLS

Text Notifications

- Currently WCCLS is unable to text notifications (when holds become available, etc.)
 - They do not have anything posted on their website about this
 - Cedar Mill has included a notification about this on their website
 - Jesse is working on a notice we can put on the Aloha Community Library site

Adventure Pass

- Has been disconnected from WCCLS site
- At this time there is no e-access to Adventure Pass
- There was minimal marketing about this change from WCCLS

- Beginning of the month is when people typically booked reservations
 - Anticipate there will be questions that come up with patrons about this

Board President's Report

WCCLS

- Governance and Funding Evaluation survey results: [WCCLS Eval Current State Survey Results.pdf](#)
- Aloha Community Library hosted in-person session with WCCLS consultants in the former children's library/annex space
 - The consultants have some tough work coming up that they need to do
 - Beth and Terri will share information as it becomes available
 - They are not at even a draft budget yet

Bylaws Review

- Desired plan is to approve at Membership meeting on November 20th
 - This meeting will be in-person at the Aloha Community Library
 - Asking that all board members attend
- On 11/13/24 there will be a Zoom meeting with Lindy, the attorney, to respond to questions around the bylaws updates
 - Lindy is working on a one-pager of major changes
 - Should be available in about a week
- Changes:
 - Referring to members as Guardians
 - To become a Guardian – need to donate time, money, and/or property
 - One vote/guardian
 - Align calendar to Fiscal Year
 - Will be some adjusting to align to this change
 - Scope of role for Vice President is still being determined, but will become a more official role
 - Board meetings will be open to all Guardians during time open for public comments
 - This will be a block of time during the board meeting
 - Board will get to set the rules
 - All is still to be determined
- Related to Bylaws
 - Melanie will be dropping at the end of her term
 - Though we'll be fewer than 6 board members, we are still in compliance
 - According to Oregon State Law we must have a Secretary and President
 - **ACTION:** Beth will address with Lindy
- **DECISION: APPROVED**
 - Motion to approve pending questions and updates identified brought forward by Kim
 - Seconded by Julie
 - Approved by present board members

In-person vs. Online Meetings

- Revisit idea of in-person meetings

Upcoming Meetings and Events

- **Finance Committee October 7 @ 6:30**
- **Board Recruitment and Retention Committee – October 16 @ 6:00**
 - Inviting all board members to attend

Next ACLA Board Meeting will be the Annual Membership Meeting – November 20 @ 6:30

- In person at the library