

Aloha Community Library Association – Board Meeting

January 15, 2025

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

Guest: Donna Meeuwsen

Staff present: Terri Palmer, Jesse Castellanos

Introduction of Candidate for the Board of Directors

- Donna Meeuwsen was introduced as a candidate to join the board
 - Donna discussed her previous experience, potential contributions to the board, and dedication to our local community

Items Up for Vote

September 2024 Board Meeting Minutes

- **DECISION:** APPROVED
 - Motion to approve with updates brought forward by Jessica
 - Seconded by Julie
 - Approved by present board members
 - Changes:
 - Remove action item for Beth to verify and provider Oregon Revised Statutes (ORS) number, as she verified during her discussion with the attorney

2024 Annual Guardian Meeting Minutes

- **DECISION:** APPROVED
 - Motion to approve brought forward by Jessica
 - Seconded by Julie
 - Approved by present board members

Standing Rules of Order

- **DECISION:** APPROVED
 - Motion to approve brought forward by Julie
 - Seconded by Kim
 - Approved by present board members

Board Officers for Remainder of Fiscal Year

- **President:** Beth Lewis
- **DECISION:** APPROVED
 - Motion to approve brought forward by Kim
 - Seconded by Julie
 - Approved by present board members
- **Secretary:** Kim Thomas
- **DECISION:** APPROVED
 - Motion to approve brought forward by Jessica
 - Seconded by Julie
 - Approved by present board members

Approved by ACLA Board of Directors 2025-03-19

- **Treasurer:** Jessica Otto
- **DECISION:** APPROVED
 - Motion to approve brought forward by Julie
 - Seconded by Kim
 - Approved by present board members

Finance Committee Update

New Office Manager

- Kendal McDonald has left the position
- Jennie Lovell has taken on the role and will continue to cover the service desk two hours per week and as needed on an emergency basis
 - Jennie has owned a business and is taking classes for nonprofit business accounting

Budget vs Actuals

- There are funds appearing incorrectly as restricted grants
 - Jennie is working to correct this
- Electric and natural gas bill have gone up
 - Keeping vigilant and trying to keep temperature lowered but without making it uncomfortably cold for folks

Statement of Financial Position

- No unexpected changes

Board Recruitment & Retention

- **ACTION:** All board members need to complete the following forms by 1/31/25, but if unable to reach out to Beth
 - [Board Commitment Form](#)
 - [Conflict of Interest Form](#)
 - **ACTION:** Kim will send an email to all board members with a link to the forms
- Work continues on Board SharePoint site
- Next meeting Wednesday 2/19/25 @ 6:00 pm

Philanthropy Update

Booktique

- Raised ~\$1500

Book Sales

- Events have exceeded goal
- Online sales have been going well
 - We've had a lot of good donations that we've been able to sell

End of Calendar Year Fundraiser

- Matching gift challenge of \$5,000 went very well
- End of year challenge raised \$30,000 so we added a stretch goal of \$40,000

Approved by ACLA Board of Directors 2025-03-19

- With pledges and employee matches we expect to come in around \$41,000

Dining for Dollars

- Next dining for dollars event is at Burgerville on Tuesday 2/25/25 5-8 pm

Shopper Card Donations

- Fred Meyer and Walmart donations continue to come in

BottleDrop

- Raised \$389 since last board meeting in September
 - This includes \$28.06 bonus from Holiday Give 2024

Library Director's Report

Staffing

- Posted vacant Circulation position
- Creating new position for Fridays

Guardian Program

- Changes to requirements to become an Aloha Community Library Association Guardian
 - Will continue to accept monetary donation or volunteer time
 - Monetary donation minimum: \$25/fiscal year
 - Volunteer minimum: 5 hours/fiscal year
 - This will be an opt-in program
 - Easier for staff to track Guardians vs. Donors
 - Also aids in promoting fundraisers and Guardian opportunities
 - Board Vice President will provide board support with Guardian membership
- **DECISION: APPROVED**
 - Motion to approve with updates brought forward by Julie
 - Seconded by Kim
 - Approved by present board members

Board President's Report

Calendar for 2025 Meetings

- [2025 ACLA Board and Committee Meeting Dates.docx](#)
 - Would like to have all board members join the May 5th Finance Committee meeting to approve FY 25/26 budget
 - If budget not passed, will need to approve prior to May 21st Annual Guardians meeting
 - Meetings will be via Zoom for the rest of the fiscal year, with the exception of the Annual Guardians meeting in May
 - Tentative date for board retreat, August 20th
 - This date has not been set in stone
 - Required for all board members

WCCLS

- Funding and Governance items voted on:
 - Minimum hours open per week – 45 hours
 - 1 city voted no, 6 cities voted yes
 - All 3 nonprofits voted yes
 - 10 cent library levy increase
 - 1 city voted no, 6 cities voted yes
 - All 3 nonprofits voted yes
 - Centralized collection management and interlibrary loans
 - 1 city voted no, 6 cities voted yes
 - 2 nonprofits voted yes, ACLA voted no
 - ACLA wanted to make a statement by voting no
 - WCCLS did not provide any details of how this would work
 - This removes a very valuable component of librarian's work to cater to their local community

Public Comments

- *No comments*

Board Discussion – New Candidate for the Board of Directors

Discussion of Donna Meeuwsen

- **DECISION: APPROVED**
 - Motion to approve brought forward by Kim
 - Seconded by Jessica
 - Approved by present board members

Next ACLA Board Meeting – March 19th @ 6:30