

Aloha Community Library Association – Board Meeting

March 19, 2025

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

Guests: TS McCormick, Rachel McCormick

Staff present: Terri Palmer, Jesse Castellanos

Approval of Prior Meeting Minutes

January Board Meeting Minutes

- **DECISION:** APPROVED
 - Motion to approve (with updates) brought forward by Julie
 - Seconded by Jessica
 - Approved by present board members
 - Changes:
 - Update Treasurer to be correctly reflected as Jessica Otto

Introduction of Candidates for the Board of Directors

TS McCormick

- Discussed prior nonprofit board experience and nonprofit employment background
 - Theatre and social services
- Also has experience working in Human Resources
- Degrees in theatre studies (BFA and MFA) and human resources (post-baccalaureate)

Rachel McCormick

- Degrees in social work and psychology (bachelor's and master's)
- Experience working in nonprofit social services
- Looking for more connection to local community

Philanthropy Update

Book Sales

- Next sale coming up 3/31/25-4/12/25

Updates to Donor Language

- Changing Donors to Guardians in marketing materials and next news letter

National Library Week

- Week of 4/10/25 – Take Action for Libraries
 - Will tie in a fundraiser
 - Effort towards gaining 10 new recurring donors

Farmington Gardens

- Have not heard back after initial ask for spring shopping day fundraiser
- **ACTION:** Kim will contact them again

Approved by ACLA Board of Directors 2025-07-16

Dining for Dollars

- Burgerville event on 2/25/25 raised \$134.07
- Only \$40 less than we raised last year when we held our event in May with Burgerville

BottleDrop

- Raised \$186.07 since January board meeting
- Next matching event will be in April for Earth Day
 - Maggie is working on marketing and communications for this event

Board Recruitment & Retention

- Committee did not meet last month
- Goal is to grow board to between 8-12 members

Finance Committee Update

Budget vs Actuals

- Nothing unexpected

Statement of Financial Position

- No unexpected changes
- Document is not displaying prior month as usual

CD Oversight Vote

- Beth and Terri renewing based on Finance Committee vote
- Recently we have been investing in shorter-term CDs since they have had the best rate
- Finance Committee recommendation
 - Board to approve Terri and Beth to renew based on best rates and share update with the board
- **DECISION: APPROVED**
 - Motion raised by Donna for Board President and Library Director to make renew CD based on best rates
 - Seconded by Julie
 - Approved by present board members

Budget Draft Overview

- Reviewed draft discussed during Finance Committee
- Currently showing \$18k deficit
 - This is with assumption of 0% increase from WCCLS, but there may be a 1-2% increase which will get us closer to zero deficit
 - Budget also includes 3% increase to staff pay
 - Includes estimated increase in minimum wage
 - Notification will be released by state 4/30/25
- Next draft of budget expected 3/25/25
- Next Finance Committee meeting scheduled for 4/7/25
- Thank you to Jennie for all of the work she's been putting into the budget

Board President's Report

WCCLS - Funding and Governance

- Working to determine base service levels WCCLS will fund for all libraries
 - Not yet confirmed to be 45 hours/week
 - For libraries open more hours than this (ex: Beaverton, Hillsboro), it is likely that associated city or nonprofit organization will have to pay for those additional hours beyond the base service level
- WCCLS will take over choosing materials for libraries through centralized purchasing
- Next piece of work will be determining new service boundaries
 - ACLA boundaries do not truly reflect the unincorporated Washington County area that is Aloha
 - Would need to take area away from Beaverton and Hillsboro service areas to encompass Aloha
 - There may be pushback from cities, as they would be giving up service area which also means giving up funds from WCCLS
 - Hillsboro is more open to Aloha service boundaries extending north of TV Highway as they are in less of a financial crunch than Beaverton
 - Additionally, Beaverton is able to get grants for serving unincorporated areas
- Funding formula not yet determined
 - Still in development
 - County working on this with city and nonprofit library representatives

Levy Cycle

- Current levy is \$0.22
 - Initial polling researching increasing to \$0.32 and \$0.37
 - Both amounts are polling well
 - Looks favorable that the levy will ask for an increase

Library Director's Report

Executive Orders

- Nonprofit Association of Oregon hosting weekly webinars on the executive orders
 - Terri is attending a number of these
- Museum and Library Services
 - State library staff could be impacted
 - State is waiting for more direction
 - ALA has released a response asking people to [Show Up for Our Libraries](#)
- ACL concerns
 - US Interagency Council on Homelessness
 - Community financial institutions helping are at risk
 - Staff is being cut at a number of federal organizations
 - Will need to figure out what to train staff on and how to handle

Chase Bank

- Our branch within the mall is closing in June
 - Will make deposits less convenient
- Terri and Jennie will discuss options and bring to Finance Committee

Community Updates

- Meeting Friday 4/4/25 re: new farm store going into former Basics Market space
 - They would like to use outdoor space for hay bales and other outdoor supplies

Building Issues

- Documents [online](#) indicate the building has been for sale since last year
- Outstanding maintenance requests have not been responded to
 - Reached out again 3/8/25
 - Broken exhaust fans in bathrooms
 - Part came in last summer and was told it would be installed in the fall and work still has not been done
 - Ceiling tiles damaged in September
 - Metal on front door is sticking out
 - Currently covered with yellow tape to keep it from snagging patrons

School Supply Drive

- Beginning to receive donations
- Had a good meeting on 3/15/25 with volunteers interested in helping out with this year's schools supply free store
 - Jefferson Chao from [WakeUp Beaverton](#) was in attendance
- Will start out with lighter marketing now and increase over the summer
- Backpack Challenge
 - In the past have held Library Director's Backpack Challenge
 - Our community loves a match challenge
 - Proposing board join or take over the match
 - Several board members interested in joining
 - Okay to reach out to Beth or Terri at a later time if interested
 - Donna will connect with Nike and Columbia to see if she can get any donations

Board Discussion – New Candidates for the Board of Directors

Discussion of TS and Rachel McCormick

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

Next ACLA Board Meetings

- **All board required at Finance Committee for FY25/26 budget approval – May 5th @ 6:30 (Zoom)**
- **Annual Guardians Meeting – May 21st (In person at the library)**