

CALIFA Board of Directors Meeting Minutes

Friday May 21, 2021

10:00am-12:30pm PST

Califa Board Meeting – May 21, 2021

Start Time: May 21, 2021 10:00 a.m.

In Attendance:

Califa Board Members in attendance:

- Eve Melton
- Mark Fink
- Sara Jones
- Sandy Hirsh
- James Ochsner
- Carl Pritzkat
- Gary Shaffer
- Shawn P. Calhoun
- *Absent: Misty Jones*

Califa Staff in attendance:

- Paula MacKinnon (Executive Director)
- Veronda Pitchford (Assistant Director)
- Christian DeLay (Staff)
- Marci Haghnia (Staff)
- Nili Nosrati (Staff)
- Kathy Kosinski (Staff)

Meeting

I. Call to Order-President – 5 minutes

a. Introductions/Quorum

10:05 a.m. meeting called to order by Sara Jones.

b. Approval of May 21, 2021 Agenda (ACTION)

Motion to approve from Gary Shaffer. Seconded from Carl Pritzkat. All approved.

c. Approval of March 19, 2021 Minutes (ACTION)

Sandy Hirsh moved to approve. Carl Pritzkat seconded. All approved.

II. Old Business - 11 minutes

a. Bylaw amendment update

Paula MacKinnon announced the bylaw amendments have been updated on the website.

b. Board member elections & officers (ACTION)

Yolande Wilburn (Torrance Public Library) and Todd Deck (Tehama County Library) are interested in election to the board representing Public Library Directors. Sara Jones is resigning from the Public Library Director position effective June 30, 2021.

Gary Shaffer put forward Shawn Calhoun for the election to run for the position of Board President. Carl Pritzkat seconded. Shawn Calhoun was unanimously elected Board President effective July 1, 2021.

Carl Pritzkat moved to nominate Gary Shaffer as Treasurer. Sandy Hirsh seconded the motion. Gary Shaffer was unanimously elected to be Board Treasurer effective July 1, 2021.

Shawn Calhoun moved to nominate Sara Jones to fill special library representation effective July 1, 2021. Sandy Hirsh seconded. Sara Jones was unanimously elected to fill special library representation.

III. Finance Report – 29 minutes

a. Status of official acceptance of audit 19/20 (ACTION)

Audit received in mid-April. The audit letter to the board says there are no deficiencies. The policies and practices are fine. The 19/20 audit shows a net gain of \$400,000, increasing on balance funds to \$4,325,000. The cash flows on page 32 from operating activities shows a lot of negative numbers. The CPA said it is due to the \$5 million deferred revenue increase in 2019 and is not a problem.

Mark Fink motioned to accept the 19/20 audit. James Ochsner seconded the motion. The 19/20 audit was unanimously approved.

b. Financial Reports – 29 minutes

Profit/Loss statement: Paula MacKinnon presented that income is 8% gross profit. Staffing costs are up a bit due to new hires and a contracted raise. Program contractors is hugely up mostly due to Broadband grant funds. Operations costs/expenses are down this year. Shawn Calhoun asked if Califa still needs an office. Paula MacKinnon said the team still needs the space for files, printers, and things. Veronda Pitchford brought up a quote she learned from a San Diego area non-profit: “Isolate to concentrate, congregate to collaborate.”

Draft 21/22 Budget reported by Paula MacKinnon: There was a discussion of SimplyE and enki Library with Amazon content incoming. Paula explained that this was the year of breaking even with Infopeople. Paula MacKinnon mentioned that the CREI program was highlighted in the CSL Annual Report, which Veronda Pitchford shared with the board via email. Shawn P. Calhoun asked what “General

Program” signifies. Paula MacKinnon replied: “It is what libraries are paying monthly for their broadband access.”

Paula announced that Califa is waiting to hear more information from possible grants. It was decided that the finance committee will meet, and then there will be a quick June meeting for Finances.

IV. New Business – 6 minutes

a. Strategic Planning Update

Luis Herrera provided with overview and edits from the last meeting. Paula MacKinnon announced that the Califa team had not had the ability to discuss the strategic planning changes due to broadband contracts and renewals. Veronda Pitchford shared culture statements from Skokie Public Library and Alameda County Library. Shawn Calhoun stated he would love to see what the staff has to come up with for strategic plan updates. As per Paula MacKinnon, Califa staff will meet soon to discuss the changes to the strategic plan.

V. Agenda Building, Scheduling the next meeting – 10 minutes

a. June Meeting discussion

The next meeting was scheduled for Wednesday, June 16th from 10-11 a.m. to discuss budget and finances. Paula MacKinnon stated that election of new positions will be done before the June 16th meeting.

b. Finance committee meeting

- i. The finance committee and Gary Shaffer was scheduled to meet on Friday, June 4th at 1p.m.

VI. Meeting adjourned at 11:05 a.m.