

CALIFA Board of Directors Meeting
AGENDA
Friday December 18, 2020
10:00am-11:20 pm PST

In attendance:

Califa Board Members in attendance:	Califa Staff:
Sara Jones Sandy Hirsh Carl Pritzkat Eve Melton Mark Fink James Ochsner Gary Shaffer Shawn Calhoun	Paula MacKinnon (Califa executive director) Veronda Pitchford (Califa Staff) Marci Haghnia (Califa Staff) Christian Delay (Califa Staff) Kathy Kosinski (Califa Staff) Nili Nosrati (Califa Staff)

I. Call to Order-President

Sara called the meeting to order at 10:04amPT.

A. Introductions/Quorum

Sara stated that there was no need for introductions as the Califa board is already acquainted.

B. Approval of December 18, 2020 Agenda (ACTION)

Gary moved the agenda be approved and Mark seconded the motion.

All in favor. There was no opposition and the motion carried.

C. Approval of September 25, 2020 Minutes

Gary requested the following change to the September minutes: In the following sentence on page 4 in the third line of the first paragraph be edited to include the word realities at the end of the sentence.

Gary Shaffer added that there is likely a need to strategize and rethink priorities based on the current social and economic realities.

Gary motioned to approve with the editorial amendment above. And James seconded the motion.

All in favor. There was no opposition and the motion carried.

II. OLD BUSINESS

A. Board Elections Update

Paula reported that Mark is cycling off the board in July 2021 and an election is needed for a public library member to replace this seat. In the past the board chair has convened a small group from the board to handle nominations. Gary volunteered to join the board elections committee.

Mark has expressed interest in running again for the position. Sara thanked Mark for running again. Sara also stated that it will be important to review geographic balance of board members as well as other types of diversity and representation of board members.

B. Executive Director Review

Sara spoke with every board member regarding feedback for the executive director's review. Sara and the executive committee met with Paula for the performance review process and they agreed that they are very pleased with her performance and unanimously agreed to renew her contract.

A motion to recommend to renew the executive director's contract with a 5% raise retroactive from October 29, 2020.

Carl moved to accept this motion and Gary seconded.

Sara congratulated Paula on her leadership and the great work of the Califa team.

Additional executive director feedback included the recommendation for the executive director to increase communication about Califa grant work to the board. Paula stated that she will add a regular agenda item to the board agenda regarding Califa grants to communicate their status to ensure board members remain aware of Califa grant activity.

Sara stated that Paula has built a great team and has led Califa through some precarious times. Paula was pleased that the team was recognized as well.

Kathy was recognized by the board for her outstanding vendor relations management. Christian was recognized by the board for his skillful management of the statewide broadband program.

III. NEW BUSINESS

A. Strategic planning process (ACTION)

Paula stated that she has met with Luis Herrera, strategic planning consultant, to determine next steps in the strategic planning process.

Califa is working through the application process for a National Science Foundation (NSF) grant now. The process requires the organization to submit their mission, vision and values statements as part of the process. Submitting these strategic planning elements of the mission, vision and values for the NSF grant application was a reminder of the need to update them to reflect the breadth and depth of work in which Califa is currently engaged.

Luis suggested that Califa undertake a few brainstorming sessions to come up with new ideas that reflect Califa's work now. specifically a three hour board session to revisit this topic. It was noted that if anyone came to the website now it would not reflect who we are today.

Sandy inquired as to how much of the work done by the board in San Diego could be used to answer some of the outstanding questions. Sara stated that we need to look at where we were previously versus where we are now and that board member interviews may help us in determining this.

Sara shared the recommendation from Luis that the strategic plan needs to guide what Califa says yes to and what Califa says no to in our work. More aspirational objectives and strategies were discussed in relation to the strategic plan and Califa's work however the pandemic has forced the need for recalibration and refocus.

Sara requested clarity on next steps to move the strategic plan forward and if a call with every board member is needed to get their feedback.

Sandy has concern about the board coming together with the intent of writing the mission statement as a group because it is very challenging to develop and edit documents in a team setting.

It was decided that Paula would put together some suggested text so that the board can react to it.

Sara suggested Luis work with the staff to craft a mission statement and strategic plan and Luis could then move to a 30-minute conversation with each board member culminating in a final session to put finishing touches on the strategic plan.

Mark requested clarification as to whether a draft plan comes out of the first session with the staff for the board to react to in a subsequent session. With the next step of the board coming together to finalize the mission statement and a framework for the strategic plan to determine what's most important (i.e.- national presence for Califa).

Mark also requested clarification as to whether Luis will be interviewing board members for additional information or reaction to the content staff created. And it was agreed that this would be the approach.

For Luis to continue this work, Sara and the board agreed that a contract extension for Luis is needed.

Mark made a motion for a not to exceed for Luis of \$4,000.00. Gary seconded the motion.

B. 20/21 Grant update

Paula gave an update to the board on the status of the grants in which Califa is engaged.

The California LSTA grants were approved late this year. Paula shared that the California Revealed grant is happening and encouraged the board to take a look at their great work (<https://californiarevealed.org/>). Also, the Get Involved grant was reupped. There is also a new ebook grant to build on the Califa enki ebook platform to expand access for all library card holders in California. The grant funds will purchase always available content. Next year this ebook project will target k-12 school audience's needs as because always available content is ideal for classroom reading and learning. School library staff will also be recruited for collection development to ensure the collection reflects the needs of California schools. The platform will integrate with SimplyE as well. The login requiring a California library card strengthens the importance of a library card for California residents. During peak Covid the platform authenticated by IP address geolocation to create more access to ebook materials for those in quarantine.

The California Libraries Cultivating Racial Equity and Inclusion (CREI) grant was approved by the California State Library as well. The formerly in-person two and three day immersion sessions will become virtual due to Covid.

The Embedded Evaluation grant is also being reworked to include virtual sessions due to Covid as well.

Packard stay and play early learning with families grant is also happening again.

The Open Plus pilot program, a California State Library grant, provides patrons to access the library during unstaffed hours with a swipe card. This allows libraries to extend their hours which is especially critical in a time that library hours are being cut due to Covid budget cuts. This unstaffed library access also provides co-work space for entrepreneurs.

The California State Library Broadband grant is also continuing. The current focus is equipment for hard to connect places in the state and would not be possible without the grant.

The RFP for continuation of the grant has yet to be announced.

The NSF Rural Gateways grant extension is nearing its close.

Califa's Libraries As Second Responders grant funded by the Institute of Museum and Library Services (IMLS) -is just getting started with the selection of advisory committee members and presentations that have been done for publicity of the grant. The grant is designed to provide recorded module training to support libraries in serving Covid impacted Black, Indigenous, and People of Color (BIPOC) communities who statistically suffered the most as a result of the pandemic.

There were three grants that have been submitted to IMLS and one submitted to NSF: SecondNets—broadband grant; Post pandemic Makerspace grant-bay area museum—makerspaces post covid—how have they changed (IMLS); A SimplyE grant to integrate Hoopla pay-per-use ebooks & audiobooks (IMLS); and People and Pandemics grant (NSF)

Gary asked for more detail on the makerspace grant as he is very interested in makerspaces.

Sara mentioned that the library community should be advocating at state and federal level for replacement of makerspace equipment. It has the potential of raising the visibility of how equipment is being used. As an example, Gary shared how much Personal Protection Equipment (PPE) Glendale is making to first responders to the point that the library will likely need new equipment as well as collaborating with Los Angeles Public Library to make PPE for hospitals as well. Sara said it could be one shot money—either CARES, or state money.

Sara said Greg Lucas (CSL) should be contacted about this and Gary added that Crosby Kemper at IMLS should be contacted as well.

Mark asked if Consortia Manager (CM) has the capacity to manage member engagement in grants or only subscriptions to electronic resources through Califa. Paula shared how CM is being used by Califa and that it will mostly be managing subscriptions and contracts.

Kathy was acknowledged for her great work with the set-up, launch and implementation of CM with Califa members.

Sara thanked Paula for the grant update and the board was pleased with all the activity.

Gary requested more information be shared with the board about a new califa vendor partner, abc mouse.

Kathy shared that abc mouse is an online early learning product for ages 2-8 which libraries previously received free access to through a grant from the Zuckerberg foundation and is now being (re)introduced to libraries through Califa.

Gary applauded Kathy's work negotiating a great price for Califa members for subscription access to abc mouse.

Building the agenda

Sara made the suggestion to have the meeting and the board session on strategic planning next steps at the same time to make the most of board member's time.

The next board meeting will be in March. The strategic planning pre-work would need to be complete by the March board meeting.

Paula will consult with Luis as to whether that timeframe will work for the aforementioned tasks.

Sara inquired as to when other IMLS grants (second stage) will be due. And suggested that we plan the next board meeting to give ample time to focus on strategic planning. Luis will be consulted to ensure this is a realistic timeframe for getting the strategic planning work done.

Suggestion of next meeting time: March 19-10amPT-3pmPT with a break for lunch which would provide ample time to talk about the strategic plan and have the board meeting.

Any agenda items?

Sara called for items from the board

- Grants report
- Finalize board election
- Update from finance committee
- Hopefully the audit will be done by then (potential item)
- Covid Vaccination?? 😊

Sara wished everyone a happy holidays and encouraged them to get some rest.
Motion to adjourn the meeting—

Final comment: Mark from Yolo county loves SimplyE!

Meeting was adjourned at 11:12amPT

Gary made the motion to adjourn and James seconded it.