



## **CALIFA Board of Directors Meeting**

*Thursday June 9, 2022*

*12:30 – 2:00 p.m. PDT*

Start Time: June 9, 2022 at 12:35 p.m.

### **In Attendance:**

Califa Board Members in attendance:

- Shawn Calhoun
- Carl Pritzkat
- Sara Jones
- Sandy Hirsh
- Todd Deck, left meeting at 12:59 p.m.
- Misty Jones
- Gary Shaffer
- Yolande Wilburn
- *Absent:*
  - *James Ochsner*

Califa Staff in attendance:

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

Other attendees:

- Jeff Bolton, CFO (Consultant, Redwitz, Inc.)

### **Meeting**

#### **I. Call to Order-President – 3 minutes**

##### **a. Introductions/Quorum**

##### **b. Approval of June 9, 2022 Agenda (ACTION)**

- i. Carl Pritzkat moved to approve June 9, 2022 Agenda. Todd Deck seconded the motion.

##### **c. Approval of April 14, 2022 Minutes (ACTION)**

- i. Gary Shaffer moved to approve the April 14, 2022 minutes. Todd Deck seconded the motion.

## **II. Finance report – 32 minutes**

### **a. Audit 2021 (ACTION)**

Paula MacKinnon announced that the audit shows a loss of \$270k for FY 20-21. She said there is nothing strange or startling in the audit, and that there are no material weaknesses. It was a good audit despite losing a little bit of money.

Jeff Bolton added that the loss was due to timing issues when recording transactions from prior years, not an actual monetary loss. The effect was from correcting when transactions are recognized.

**Action: Motion to approve audit for 2021.**

Yolande Wilburn motioned to approve the audit for 2021. Carl Pritzkat seconded. All approved.

### **b. Finance Report through April 2022**

Paula MacKinnon clarified that the checking account's negative balance of negative 1.5 million dollars is due to how the payment process works for a specific grant. Marci Haghnia added that the corrected balance taking into account this situation is \$625k.

Paula MacKinnon continued to highlight the net income and subscription revenue to date.

Jeff Bolton commented that the financial position looks good through April 30. He said if compared to the audit for last year, it was just under 21 million for the full year, so it looks good overall.

Yolande Wilburn asked how the loss of broadband will impact Califa's finances which transitioned to the budget discussion.

### **c. Budget 22/23**

Paula MacKinnon began the budget discussion by emphasizing that government grants and government contracts are both significantly down. She emphasized that Infopeople and subscription revenue that are doing the heavy lifting in the budget. She gave a target goal of \$360k for Infopeople workshop revenue. She stated the current year is at \$305k this year, so the goal is not outrageous. She also announced that Christian DeLay and Kathy Kosinski are shifting onto Infopeople duties that previously were handled externally.

Paula MacKinnon stated that Califa is still seeking out new contracts and grants with the state library and others. She mentioned that Califa submitted a tutoring grant but did not get it.

Sandy Hirsh asked for clarification on two points: why professional fee expenses have dropped dramatically and why the grant success has been less positive. Paula MacKinnon answered that professional fees ebb and flow with grants, as Califa needs fewer contractors so there are fewer fees. She said Infopeople also has two fewer contractors. In regard to the grants, she said Califa only hears praise about broadband and thus poor work quality is not a factor in why we aren't getting the grants. Paula MacKinnon requested that the board talk up Califa to the California State Library.

Gary Shaffer added that other organizations he is a part of are both experiencing the same things because the state library is bringing more work in-house. He emphasized that Califa isn't being singled out, but that it is happening everywhere. He suggested Califa look to other states and state libraries as it has a track record of serving people well.

Veronda Pitchford mentioned that Califa, along with Infopeople, is the fiscal agent for a training through an Augusta Baker University of South Carolina grant.

Sara Jones added that fiscal agency and the ability to be flexible is something Califa should emphasize when getting in front of other state libraries and making our case.

Paula MacKinnon then shared the projects for FY 22/23:

- IMLS Makerspace
- Remaining broadband matters
- SimplyE and enki Library, though smaller, will continue. She said the state library's move to the Palace Project impacted them, but that the state library will also keep the geolocated platform running.
- Infopeople
- Open+
- California Revealed digitization
- Community Connections
- Get Involved
- Embedded Evaluations
- Packard Pack-n-Play
- ALA United for Libraries smaller grant for \$15k to revise recorded trainings.

Gary Shaffer asked if the company taking over broadband would allow Califa to handle billing for a fee. Paula MacKinnon clarified that Califa had suggested that option at the beginning, but it was turned down.

**ACTION: motion to approve the budget**

Sara Jones moved to approve the budget for FY 22/23. Misty Jones seconded. All approved.

**d. Investment Policy Update**

Paula MacKinnon said Boston Private relayed that account performance is up 0.25% on the one-month period.

**III. Old Business – 8 minutes**

**a. Board Member Elections Update (ACTION)**

Gary Shaffer announced that the new appointed academic representative board member is Eric Mitchell, University Librarian at University of California San Diego.

The board said farewell to Sandy Hirsh. Sandy Hirsh added that in her time as a board member, it was a difficult separation from PLS, but she is proud of where Califa is right now. She said she knows Califa is in good hands.

**ACTION- Appoint Eric Mitchell as the new academic representative to the Califa Board effective July 1 for a 3-year term.**

Gary Shaffer motioned to approve. Sandy Hirsh seconded. All approved.

Paula MacKinnon stated that Gary Shaffer is going to go up for a second term, but that she needs to check with James Ochsner if he would like to continue. She said she looks forward to creating better connections with CLA through Gary's continued service.

Gary Shaffer recommended the board look at the California State Library 5-year plan to plot for the future.

**IV. Agenda Building, Scheduling the Next Meeting – 9 minutes**

**a. Scheduling the next meeting**

After a discussion, the board agreed to meet in-person on September 23<sup>rd</sup>. Shawn Calhoun agreed to host at UCSF.

**b. Agenda building**

Revisit strategic planning work.

**V. Meeting adjourned at 1:27 p.m.**