



CALIFA Board of Directors Meeting

Friday, January 19, 2024 10:00 a.m. to 3:00 p.m. PT

In Attendance:

Califa Board Members in attendance:

- In-person
 - Misty Jones
 - Gary Shaffer
 - Carl Pritzkat
 - Yolande Wilburn
 - James Ochsner
 - Erik Mitchell
- Remotely
 - Shawn Calhoun
 - Todd Deck
- Absent:
 - Sara Jones

Califa Staff in attendance:

- Paula MacKinnon (Executive Director)
- Veronda Pitchford (Assistant Director)
- Nili Nosrati (Staff)
- Lorene Monangai (Staff)
- Kathy Kosinski (Staff)

Meeting

I. Call to Order – 2 minutes

a. Introductions/Quorum

b. Approval of January 19, 2024 Agenda (ACTION)

- i. Erik Mitchell requested to add a project announcement to New Business.
- ii. Gary Shaffer motioned to approve. Misty Jones seconded. All approved.

c. Approval of September 22, 2023 Minutes (ACTION)

- i. Yolande motioned to approve. Carl Pritzkat seconded. All approved.

II. Old Business – 51 minutes

a. Board directors 24/25 update

- i. Paula MacKinnon shared board terms for existing members.
 - 1. Sara Jones – 1st Consecutive – Able to continue as board member.
 - 2. Misty Jones – 2nd Consecutive – Not able to continue as board member.
 - 3. Todd Deck and Yolande Wilburn – 1st Consecutive – Able to continue as board members.

- a. Yolande Wilburn confirmed she will continue as a board member.
 - b. Todd Deck asked for the deadline for a decision. Paula MacKinnon said he had until June 30, 2024 for a decision.
4. Paula MacKinnon announced that Crystal Duran from Belvedere-Tiburon Library agreed to replace Misty Jones as a board member.
- b. Broadband & eBook grants update**
- i. Califa applied for the 5-year eBooks grant, but only was given the current grant year (23/24) by CSL.
 - ii. The broadband grant went to Imperial County Office of Education instead of Califa.
 - iii. Califa also applied to the Grants Manager opportunity for broadband. Califa was the only applicant but didn't get the grant. Shawn Calhoun asked if Califa would re-apply and Paula MacKinnon confirmed Califa will re-apply.

III. Finance report – 80 minutes

- a. Accept Audit 22/23 (ACTION)**
- i. Paula MacKinnon announced there was a small loss in 22/23 totaling \$393,689. Erik Mitchell stated he isn't worried about the small deficit as there seem to be no financial irregularities.
 - ii. Yolande Wilburn moved to accept the audit. James Ochsner seconded. All approved.
- b. Review Financials 23/24**
- i. Lorene Monangai walked through the Profit/Loss report for board members.
 - ii. Erik Mitchell asked if the projection for the next six months includes the same levels of revenue and expense. Lorene Monangai said Veronda Pitchford is working on new projects to bring in and Califa is trying to keep our loss to a minimum.
- c. Accept Budget 23/24 & 24/25 (ACTION)**
- i. Paula MacKinnon shared the budget for 23/24 and 24/25. She said the only loss is for SimplyE and enki Library, which Califa will be consolidating down in 24/25 and removing completely in 25/26.
 - ii. Erik Mitchell asked for clarification that the board reapproves the budget each meeting. Paula MacKinnon said that the budget was updated after Califa gained new grant projects since the last approval.
 - iii. Shawn Calhoun asked what the revised budget difference is from last time. Paula MacKinnon clarified that the budget changed from six Califa employees to five. The new Mellon grant for Research Institute for Public Libraries was also added in.
 - iv. Erik Mitchell suggested future budgets have tracked changes included so board members can see the changes. Lorene Monangai said track changes on future budgets were doable.
 - v. Carl Pritzkat moved to accept revised 23/24 budget. Misty Jones seconded. All approved.
 - vi. Carl Pritzkat moved to accept the 24/25 budget. Misty Jones seconded. All approved.

d. LAIF Resolution (ACTION)

- i. Paula MacKinnon shared that LAIF needed to change one of the signatures from the past treasurer (Shawn Calhoun) to current treasurer (Gary Shaffer). The action was to add Gary Shaffer a signatory.
- ii. Yolande Wilburn moved to approve the change to LAIF signatories. Carl Pritzkat seconded. All approved.

e. SVB Wealth Investments – Portfolio Review

- i. Paula MacKinnon shared an update through the end of October 2023. She stated that the finance committee already reviewed the update. There was a loss through the end of October, but SVB Wealth predicts an anticipated annual gain of \$22,000 for the year. She said SVB Wealth won't make any major changes to the investment plan.

IV. New Business –90 minutes

a. Erik Mitchell Announcement

- i. Erik Mitchell shared about the DataLis project which is a grant project to build data science expertise in early library career professionals. He said there are four virtual and one hybrid learning events around the project for the general library audience. Veronda Pitchford suggested Califa contribute as a marketing partner.

b. Strategic Planning Exercise

- i. Veronda Pitchford shared copies of *Being White Today* with board members. She said there is an upcoming Infopeople On-Demand course about the topic where the book isn't required, but highly requested. She asked the board to give feedback on the title and to purchase the book for their collections.
- ii. Veronda Pitchford conducted a brainstorm with the board members and Califa staff to determine an emergent strategy for Califa. The goal is to have Califa to continue to support the library community and in their current and future needs.
 1. Popular topics included: age, AI, financial (in)stability, safety, and mental healthcare.

c. TriNet Immigration Services

- i. Paula MacKinnon announced that Califa wanted to sponsor Lorene Monangai for a green card and would need approval from the board.
 1. Califa's contribution listed as: \$7,587.50.
 2. Lorene Monangai's contributed listed as: \$4,087.50.
 3. Gary Shaffer motioned to approve sponsoring Lorene Monangai up to \$8,000, but not a blanket approval for all future employees. Erik Mitchell and Shaun Calhoun seconded the motion. All in favor.

V. Agenda Building, Scheduling the Next Meeting –5 minutes

a. Scheduling the next meeting

- i. Friday, May 10, 2024- 10:00 a.m. to 12:00 p.m. Pacific.

b. Agenda building

- i. Report on the results from the Emergent Strategy planning exercise.

VI. Meeting adjourned at 3:00 p.m.

- a. Gary Shaffer moved to adjourn the meeting and Yolande Wilburn seconded.