

**Califa Board Meeting  
Minutes  
September 25, 2020  
11amPT  
(via zoom)**

Califa Board Members in attendance:	Califa Staff:
Sara Jones (Board President) Sandy Hirsh (Board VP) Carl Pritzkat Eve Melton Misty Jones James Ochsner Gary Shaffer Shawn Calhoun (Board Treasurer)	Paula MacKinnon (Califa executive director) Veronda Pitchford (Califa Staff) Marci Haghnia (Califa Staff) Christian Delay (Califa Staff) Kathy Kosinski (Califa Staff)
	Guest: Jeff Bolton, CFO, Redwitz

**Califa Board minutes**

Meeting called to order at 11:06amPT

The motion to approve the September 25, 2020 agenda was made by Carl Pritzkat. Sandy Hirsh seconded the motion. No one opposed. The motion to approve the agenda was passed.

**Board Elections Update including Board officer election**

Paula reported that Shawn Calhoun was elected to the board again. Shawn thanked the board and public libraries for their leadership and great work. Carl Pritzkat made the motion to nominate Shawn for treasurer and Gary Shaffer seconded the motion.

**Finance Reports including FY 19/20 Financials FY 20/21 Budget**

Paula reviewed the audit with the board and reported that both the full audit of internal controls and the audit itself were successful and that the finance committee met prior to the board meeting to review the audit.

Audit Issues included the \$3 million loss for 18/19 which Paula clarified is due to most revenue for 18/19 being recorded in 17/18 because of the PLS cash accrual process before Califa became a standalone organization.

Because of different accounting systems, this issue will not occur in future audits.

Paula shared the 19/20 profit/loss statement with the board. 19/20 was a positive year for Califa with a \$500,000 gain in revenue.


Paula also shared that the Califa staff is in the process of scheduling the next audit and that the goal is for the audit to start November 10<sup>th</sup> and be completed by the end of December 2020.

Paula shared updates about the grant projects Califa is participating in as fiscal agent and/or a program partner in California and nationally. The highlighted grants include the Nevada State Library, Archives and Public Records VR workforce, the Syracuse Project Enable, California Libraries Cultivating Racial Equity and Inclusion and the Packard Stay and Play grant.

This year there are more Infopeople contracts and most are with California State Library (CSL) for design and management of learning events.

Subscription revenue is also up and is typically in the \$4 million range. Last year there was a loss in subscription revenue and Paula is pleased to report that this year there was a gain in subscription revenue.

Sara asked about membership revenue forecast since some groups are not paying memberships due to economic conditions. Paula reported that many libraries are paying membership for themselves and the membership status is more important than the revenue.

Sara reported that the  finance committee spent a lot of time on the audit report and she called for questions from the rest of the board.

All in all, fiscal year 19/20 was a very good year for Califa.

For 20/21 budget Paula shared an overview with the board and stated that the difference between the numbers is the rightsizing of the budget to shift from just including the grant revenue to include full grant budgets.

Paula shared a detailed explanation of the budget line items.

Sara shared that Hillary Theyer at Monterey was in the local paper for expanding broadband to the community and this was done through the CSL broadband project that Califa manages on behalf of the CSL. Monterey County Libraries help bridge digital divide (<https://www.ksbw.com/article/monterey-county-libraries-help-bridge-digital-divide/34151827> )

Paula shared the status of current grants with the board from the current fiscal year's budget.

The highlights include the ebook grant from CSL for a California State Library ebook collection. The geolocated ebook platform launched during Covid and will be shifted to accept any California public library card and will have \$150k in content added. And \$60k to implement Simpleye for California libraries.

The Bibliotheca Open+ project funded with CSL grant funds continues. The Open+ product gives the community access to the library with no staff present so that libraries can expand hours for entrepreneurs (and others in the community) needing co-working space. It has been reported that this product has been helpful during the pandemic so that libs can keep a branch open that was slated to close or to extend hours with fewer staff as a result of budget cuts.

## **New Business including Strategic Planning Summary Report**

The board discussed the strategic planning report from consultant Luis Herrera.

Shawn suggested that we take a step back and talk about the report in 4-6 weeks because the impact of the pandemic and social justice unrest has changed the world so much. Gary Shaffer added that there is likely a need to strategize and rethink priorities based on the current social and economic. The board agreed that the next step should be to meet with Luis and determine an updated game plan to move forward. Sara recommended that the board look at what things serve us very well now.

Sara also suggested an online discussion occur sooner rather than later to review the report and identify the “lowest hanging fruit” to support libraries in serving their communities.

Board members may contribute their input on the report and the group will reconvene to discuss feedback at a future meeting.

## **Executive Director contract**

Sara also reminded the board about the process and timing for the executive director review.

## **Board and staff updates**

Sara shared that many on her team at Marin County Free Library were deployed as disaster service workers and very actively served Covid impacted communities through other local government departments as well as the library.

Veronda shared with the board that Califa was recently award the Libraries As Second Responders grant from the Institute of Museum and Library Services.

<https://www.ims.gov/grants/awarded/re-248569-ols-20>

December 18<sup>th</sup> was suggested for the next board meeting. Sara wants to be sure we don't conflict with audit.

There was no time left for agenda building for the next meeting due to the engaging discussion regarding the current agenda.

Meeting was adjourned at 12:30PT.

II. Old Business (11:10pm-11:30pm) - 20 minutes A. Board Elections Update -----  
Attachment 1 B. Board Officers (ACTION) III. Finance Reports (11:30pm-12:00pm) - 30 minutes A. 18/19  
Audit ----- Attachment 2 B. FY 19/20 Financials ----- Attachment 3 C. FY  
20/21 Budget ----- Attachment 4 IV. New Business (12:00pm-12:20pm) - 20 minutes A.  
Strategic Planning Summary Report - DRAFT ----- Attachment 5 V. Agenda Building,  
Scheduling the next meeting (12:20-12:30) - 10 minutes VI. In Camera: Executive Director contract  
(12:30-1:00) – 30 minutes

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