

Califa Board Meeting
DRAFT Minutes
January 14, 2019
12 pm
330 Townsend Street, Suite 133 San Francisco, CA 94107

I. Call to Order

The meeting was called to order at 12:15 pm.

A. Introductions/Quorum

Califa Board Members

In Person:

Sara Jones
Shawn Calhoun

Call In:

Sandy Hirsh
Hillary Theyer
Mark Fink
Heather Cousin
Eve Melton

Califa Staff

Paula MacKinnon
Veronda Pitchford
Rebecca Holloway
Marci Haghnia

Guests

Janet Coles (CSL)

B. Approval of January 14, 2019 Agenda. **MSP: Theyer/Fink**

C. Approval of November 2, 2018 Minutes were approved with no modifications. **MSP: Hirsh/Fink**

II. Old Business

A. Board Member Elections & Officers Update

S. Jones has confirmation from James Ochsner at Sutter that he is willing to serve on the Board. The group discussed other potential people to reach out to. General interest in Suzy Daveluy at Stockton. There are no parameters regarding who is chosen as appointed vs. who is chosen as elected. The group will email names to Jones and MacKinnon by Friday, January 25. The vote may be carried out via email.

III. Finance Report

Mackinnon gave the report. There is a delay in the official acceptance of the audit due to an account that needed to be assessed. The acceptance letter is ready to go, and just waiting for word from the CPA about whether there needs to be an adjustment. The letter should be sent out this week, and then the budgeting process for 2019/20 can begin.

Calhoun: Is there a draft budget in place already?

MacKinnon: Not for 2019/20. We need to hold a Finance Committee meeting in advance of the next Board Meeting.

S. Jones: Have past audits been posted on the website?

MacKinnon: No, but there is no reason not to do so. It contributes to transparency.

S. Jones: Let's post the new one once it's finalized, as well as the last few. The audit shows the reality of our organizational situation. Making this available contributes to financial transparency. We are still quasi-governmental, and it is good to have documents available that libraries are accustomed to seeing. It's legitimizing.

IV. New Business

A. Califa 2019 Policies Plan

MacKinnon updated the group: following the transition of separating from PLP, we need to come up with our own policies and procedures. We've always had them, but they were tied to PLP—we need a Califa version. Many are mandated by law, but some are open to change—including new procedures for Accounts Payable and Accounts Receivable, since we are doing that in-house. We will also need a personnel manual. We began with an exercise with a consultant to define our values and priorities. The new manual is in progress.

MacKinnon reported that Pitchford is here this week for this meeting and some of the personnel manual work. They are investigating 'how it's always been done' and what we want to change going forward. It will be completed within the next month.

Jones: Will issues with internal control will be included? MacKinnon: yes, next audit all procedures will be part of the process for 18/19. Jones: good to start with the values part. Great basis for a strategic plan. It gives us an opportunity to do some surveys/focus groups with members—engagement and will drive plan.

MacKinnon: we do have the PLS manual that we are using during the transition, and are contracting with an organization that specializes in HR and personnel policy. It's based on a flat fee, and includes support.

Discussion of need for a strategic plan. This could be budgeted for FY 19/20.

B. ALA Ethnic Caucus Affiliates

Pitchford gave the update: Califa joined 5 official ALA ethnic caucuses as an institution to broaden our reach to professionals and to participate in these groups. This affords us deeper access locally to chapters of state organizations, and will assist in getting Califa's name out there, cross-promoting to audiences who might not otherwise see it. Pitchford mentioned the JCLC biennial conference of all groups, and said that this was else that came out of our values discussion.

V. Califa Staff Reports

MacKinnon has spent the past two weeks doing the final reports for six grants for 17/18.

Holloway gave an update on new vendor partners: Reference USA and News Archive, as well as a pending agreement with Creativebug. She described the marketing development process underway with Infopeople and Califa.

The group discussed Infopeople trustee training and the opportunity for a national model, as well as the work they have done for the Nevada State Library. This is an opportunity for Infopeople. MacKinnon is talking with national friends and trustee organizations. MacKinnon mentioned that the Colorado State Library is also interested. Hirsch requested a general update on Infopeople, as a regular Board item. MacKinnon: Infopeople is working with ALA to do a preconference. Pitchford will also work to help raise visibility of Infopeople nationally. Theyer stated that there is lots to do about how Califa and Infopeople coexist. Pitchford serves on the board of UFL, and expressed excitement about the Infopeople trustee training. There is a great need, and both Pitchford and MacKinnon have contacts relevant to this.

We are closing out 17/18 as far as the grants are concerned, and rebooting 6 grants. This is third year of the IMLS grant. Entering year 4 of the Rural Libraries grant. Getting started with two others: Virtual Reality and RIPL Analytics for library staff. Also starting up is a new IMLS grant: partnered with State Library of NJ: Cross Cultural Communications- training library staff to be interpreters and translators- in CA and 3 other states as well. Gearing up for 18/19 grant season.

Theyer commented on Get Involved, since she sits on the multistate advisory committee. At the end of that funding, that entire web resource has nowhere to live. Lots of very useful resources. One of the issues is finding a home for it—even if it doesn't get developed any more. Fink: is there any way for the State Library to offer any assistance? Narinder Sufi will check on this. The State Library has continued to support several websites that were created because of grants that they were involved with. MacKinnon: Califa is always happy to spin up another server and put something on it.

Sara Jones announced that at the CLA Awards Gala, the award will go to John McLeod for XR Libraries. She is really pleased to see his work get recognized by CLA.

Theyer stated that she will wait to resign until after the next meeting, when her replacement has been appointed.

VI. Agenda Building, Next Meeting

A. Next Meeting

The next meeting will be scheduled in January, date TBD.

C. Agenda Building

Elections and Officers (action item)

Official Acceptance of Audit

Aggregator: ongoing or transition

Infopeople Updates

Closing remarks: request for more info about Infopeople. Will be added as an item for the next meeting.

Future agenda request: Vendor Fair planning, in conjunction with CLA? Timing Board meeting similarly.

The meeting adjourned at 2:58 pm.