

CALIFA Board of Directors Meeting

MINUTES

**Friday May 24, 2019
Noon-2:00 pm**



Call in number:

408-638-0968

Meeting ID: 813 700 313

zoom: <https://zoom.us/j/813700313>

I. Call to Order-President (12:00 -12:10) -10 minutes

A. Introductions/Quorum

Califa Board Members in attendance:	Califa Staff:
Sara Jones, Califa Board Chair Sandy Hirsh Hillary Theyer Eve Melton Misty Jones Shawn Calhoun Mark Fink	Paula MacKinnon (Califa executive director) Veronda Pitchford (Califa Staff) Marci Haghnia (Califa Staff) Christian Delay (Califa Staff)

The meeting was called to order at 12:10pm by Board Chair Sara Jones.

B. Approval of May 24, 2019 Agenda (ACTION)

A MOTION TO APPROVE THE AGENDA was made by Sandy Hirsh and seconded by Hillary Theyer.

All in favor: unanimous

Opposed: none.

C. Approval of January 14, 2019 Minutes (ACTION) (p. 2)----- Attachment 1

A correction to the minutes was requested by Sandy Hirsh. The spelling of Sandy's last name is wrong on page 4 of the January minutes. The c from her last name (Hirsh) needs to be removed.

A MOTION TO APPROVE THE MINUTES was made by Mark Fink and seconded by Sandy Hirsh.

All in favor: unanimous

Opposed: none

II. Old Business (12:10-12:30)-20 minutes

A. Board Member Elections & Officers update

Sara Jones has not had an opportunity to reach out to the recommended candidate for appointed board seat. The goal is to have someone from out of state and/or in the non-profit world.

Paula described the recommended candidate, Carl Pritzkat, who is the VP of Business Development at Publisher's Weekly.

Sara will reach out to him on behalf of the Califa board. Sara asked if anyone has concerns or other ideas.

Sara reminded everyone that James Ochsner from Sutter County Library will be recommended to run for the elected board seat. No concerns were stated.

Sandy Hirsh inquired about the status of her appointed term as she believed it was ending soon as well. Paula stated that a reappointment is possible for Sandy and that there were two positions that required elections and appointments: Sandy and Hillary. Hillary needs to resign from the board to focus on California Library Association volunteer leadership duties.

Sara asked if we could reappoint in the current meeting (today) as this body is not under the Brown Act. The board moved appointments and elections discussion moved to next meeting.

Sara said the conference call needs to happen soon to get the elections rolling. Confirming the slate and electing officers needs to happen in a phone meeting. Replacement is needed for Heather's term which ends soon as well as filling the vacant position. Sara needs to be reelected as well in that meeting as all those whose terms end June 30.

Paula will set up a meeting for elections within the next two weeks to confirm the slate and reelect officers—hopefully before the ALA conference in June to finalize the nominations and elections process as Sara needs to be re-elected to the board as well.

Sara suggested we get a poll out next week or the week after to move this forward. Paula reminded the board that the election needs to happen before the next board meeting. The meeting would be held on a day between the 10th-14th of June. The meeting would only be 15 minutes.

III. Finance Report (12:30-12:45)-15 minutes <https://Califa.org/finance>

A.	Status of Official Acceptance of Audit (p. 6) -----	Attachment 2
B.	FY 19/20 budget and staffing (p. 32) -----	Attachment 3

Paula stated that the audit and 990 have been filed.

Sandy had a question about the decrease in membership and workshop fees (page 13). She requested context as to why there was a drop whereas projected growth is also evident in the report as well.

Paula stated that this is an Infopeople workshop revenue issue and she would look into it and confirm this. Hillary reported that Infopeople held 30 seats for CSL grant project participants but there was no compensation for them. Hillary believes this may be the cause for the dip in workshop fees. Hillary thinks we need to check into this with the California State Library (CSL) as well. Paula will look into this as well.

19/20 projections-Paula gave detail as to the transition from the format of the Califa 18/19 budget to the new accounting systems and practices used for the Califa 19/20 budget. Sandy had an additional question as to the projected increase in fees for Infopeople – Paula is working with the new CPA firm on the bookkeeping transition and to get the new firm to understand that Califa is not a “typical” non-profit which holds fundraisers as traditional non-profits would.

The next Finance committee mtg will occur after the board elections meeting but before regularly board scheduled meeting.

Paula clarified that Infopeople workshop revenue was not included in the Califa budget for 18/19 and that the Califa workshops budget represented is solely the Califa vendor fair which happens annually.

Sara clarified that we are in transition and cross walking from the old budget to the new budget until we can finalize systems and understanding with the new accounting firm.

The 19/20 budget is a guiding budget until it is finalized. This is the first year that the Califa budget is starting to settle.

Shawn requested clarification on the budget development process. Paula shared the budget development process with the board.

Paula clarified that the current budget had not been approved and a finance committee meeting needs to occur to review the proposed budget before a final budget is put before the board for the approval.

The timeline will be as follows:

- Paula works with CPA now
- Second week of June-finance committee meets
- Board votes on the budget at the next meeting when the budget is presented by finance committee and Paula

Shawn inquired if the “cash on hand of \$827,000” is a working asset for Califa.

Marci responded that it is money in the Califa bank account for operating expenses.

Shawn is concerned that it a large amount.

Hillary inquired as to whether Califa was required to have a certain amount of assets liquid.

Paula and Marci said no and that for some grants it is prohibited to earn interest or invest the funds, and therefore these funds are kept in the bank.

The 990 and other financial docs published on Califa website as requested at the last meeting: <https://Califa.org/finance>

Califa Staffing -The accountant job description was included in the board packet and Califa will expand staff to include an office manager which will be supervised by the accountant.

Sandy inquired about subscription revenue in the 19/20 budget. Paula explained that it represents the library products and service procurement program where members gain access to library product discounts through Califa.

Sandy also asked about SimplyE in budget and Paula clarified the role Califa has in SimplyE implementation for California libraries represented in that line item and described the need to create more explanatory narrative for the budget. Sandy also asked about the growth of the investment income. Paula clarified that the investment income is indeed doing well.

Mark inquired about the sustainability of adding new positions over time. Paula clarified that these positions are needed to better serve members. Sara cautioned that we need to be sure we have adequate staff to cover these new grant activities such as Broadband.

Sara requested that Paula share more information about the new Cenic Broadband grant that Califa was awarded. Christian Delay, the new Califa broadband manager, was introduced and Paula made the point that the Broadband grant strengthens ties between the California State Library and Califa.

There will be an E-rate webinar and q&a for members from Califa and the California State Library very soon as Califa's work deepens with libraries in great need of broadband support.

IV. New Business (12:45-1:15)-30 minutes

B. Califa 2019 Policies Plan – Employee Handbook (p. 34) ----- Attachment 4

Employee handbook update for board

Paula reported that the handbook goal was to rethink policies to cultivate a culture of customer service excellence, trust and professionalism. Veronda added that the strategy was to design it to be a ready reference resource for employees not something that is just used once and that the handbook should be friendly and easy to use.

Paula further explained the finer points and intent of the handbook:

Policies need to speak to who Califa is and who we want to be in the industry to best recruit and retain employees.

The United States government plain language website was utilized to articulate policies to make it easy to understand.

The following are key outstanding issues:

- Clarification on Califa Record Retention Policy
- Email Purge Schedule
- Confirm alignment with TriNet and board policies (i.e.-conflict of interest)
- work from home policy questions
- employees in multiple states

The next steps are another review for answers to outstanding questions before sending for a legal review.

A legal review of the draft employee handbook is needed before finalizing.

It was suggested by board members that Califa post any diversity and culture statements on the Califa website to also recruit applicants.

Shawn recommended that a professional development section be included to show Califa's commitment to maintaining learning organization.

C. Califa, Infopeople and the Association of Rural and Small Libraries (ARSL)

Veronda stated that there are many choices for online learning for libraries and that it is critical Califa and Infopeople distinguish the unique value of Infopeople learning events and content.

In our observations at Califa, there is also a hole in the market for serving the learning needs of rural librarians. This has been confirmed by many partners with which Califa works. Many rural librarians have informally shared that most national training opportunities (save for the annual Association of Rural and Small Libraries conference) doesn't meet their needs and that online training can present challenges with staff capacity and their broadband issues and telephone access.

Califa recently joined the Association of Rural and Small Libraries (ARSL) as an agency. And to demonstrate the Califa commitment to rural libraries, the five seats previously dedicated to California rural libraries for each Infopeople class have been expanded to now be available to any rural library nationally.

Veronda stated that she will be attending the next ARSL conference and meeting with rural library leadership from various states as well those known to specialize in training for rural libraries.

The goal is for Califa to partner with ARSL to best understand their training needs.

Sara recommended that Califa investigate being a vendor sponsor for a future ARSL conference.

Mark suggested that Califa request access to the list of California librarians attending the ARSL conference as CSL funded ARSL attendees. He suggested connecting with them to continue conversations with the California rural library community and learn what is needed to best serve the learning needs of rural librarians. He also recommended that Califa reach out to the ARSL board to be a learning partner to the organization. Veronda confirmed that outreach to the ARSL board is in process.

IV. Califa Staff Reports (1:15-1:45)-30 minutes

A. Project/Infopeople Update/Vendor/Grant updates

INFOPEOPLE UPDATE:

Paula described the national needs assessment which Califa has contracted with consultants Linda Hofschire and Rebecca Teasdale who have learning design and evaluation expertise. The needs assessment will include interviews with Library thought leaders and Library Leaders to identify holes in market and what's next in terms of training needs and innovation for library staff. The goal of the national needs assessment is to source learning ideas from new places and seek new partnerships for training nationally.

The goal is to distinguish Infopeople training by offerings and presenters and to include foundational learnings as well as more cutting-edge content from outside the library industry.

It has been noted by many that the distinction is the learning design experts available to instructors and that this is unique draw for Califa to build more Infopeople partnerships for learning events.

Sandy asked about next steps and the timeline after the consultants finished their work. Califa staff reported that the report would be shared with the Califa board and staff and Infopeople first and then refined to be shared for partnership opportunities with other national learning providers.

CALIFA VENDOR FAIR UPDATE: Veronda reported that Califa would be inviting different kinds of vendors to the vendor fair this year such as Internet Archives and the Digital Public Library of America to showcase innovative projects and to engage Califa members in new strategies to serve members.

OTHER UPDATES: Califa is a member of the Simplye governance advisory council. California leads the way in public libraries implementing Simplye. Califa is very involved with further development of the library led ebook app.

Broadband grant news— Broadband Aggregator and Program Manager grants awarded to Califa.

Sara shared updates for Califa partnership grants still in the application process:

- Cultivating Race, Equity and Inclusion -Government Alliance on Racial Equity grant submitted to the California State Library
- Virtual reality convening grant submitted to the Institute of Museum and Library Services

We should know if these grant opportunities have been awarded in June.

Paula reported that Califa cooperative grants program-Working scholars grant—provides working people an opportunity to get a college degree online.

Paula also reported that many grants will continue in 19/20 from previous years. Paula also discussed the CSL Open + grant that would provide vendor resources to make libraries co-working spaces during hours they are not usually open.

V. Agenda Building, Scheduling the next meeting (1:45-2:00)-15 minutes

- Timelines for election of officers and members—budget can get approved at this time as well
- Budget clean-up for approval by the board
- Strategic planning- to start the discussion of strategic planning for Califa. There is the potential of using Matthew Finch of Library Island for the Califa strategic planning process

Paula stated that we also need a timeframe for next board meeting is September.

Califa will send a doodle for September immediately following the meeting. There is the potential that the September meeting will be in-person meeting (4-5 hours).

The meeting was adjourned at 2:10pm.