



## CALIFA BOARD MEETING

Approved Minutes  
August 10, 2018 2pm – 4pm  
Conference Call

### I. Call to Order

The meeting was called to order at 2:03 p.m.

#### A. Introductions/Quorum

**Califa Board:**

Sara Jones  
Mark Fink  
Hillary Theyer  
Eve Melton  
Shawn Calhoun  
Maryruth Storer  
Sandy Hirsh  
Misty Jones

**Califa Staff:**

Paula MacKinnon  
Wayne Walker  
Marci Haghnia

**Guests:**

Derek Wolfgram (PLP)  
Janet Coles (CSL)  
Narinder Sufi (CSL)

**B. Approval of August 10, 2018 Agenda. MSP: Theyer /Hirsh**

**C. Approval of May 31, 2018 Minutes. MSP: Theyer / Fink**

### II. Old Business

#### A. Board Member Elections Update

Sara Jones reported State Librarian Greg Lucas sees no issue with Califa adding an out-of-state Board member.

With Michele Perera stepping down from her Board position as of July 1, 2018 and her term originally ending 6/30 of 2020, if the member filling her position would start a new 3-year term that would mean 5 Board members would be scheduled to end their term in 2021. To rectify this issue, the new Board member could be appointed by way of a Board Motion in 2018 to fill the current vacancy, and then add an elected position within the 2019 Board election to balance out the required Appointed vs. Elected Board member representation ratio.



**DRAFT**

A Suggestion was made to recruit a non-profit based Board member to balance skills on current Board.

If Board wishes to follow out-of-state Board member a Bylaws change is still needed. A committee of current Board members was established to pursue a non-profit based Board member.

Motion to appoint Hillary Theyer and Eve Melton as Board members for 2018:

**MSP: Hirsh / Calhoun**

**B. Bylaw Amendments – Principal Address Updated**

Paula MacKinnon confirmed the document has been updated with current business address as per the May 31<sup>st</sup> Board Meeting.

**C. Investment Policy**

Paula MacKinnon provided a copy of the current Califa Investment Policy last amended in 2016. Documentation and registrations with external parties is still being updated. A suggestion was made to follow up with the State Treasury Department about Califa's eligibility for particular financial programs after the transition from PLS.

**D. Transition Update: PLS-Califa Contract - Audit**

The annual audit of Califa financial records is scheduled for the week of August 20<sup>th</sup> to accommodate PLS staff for auditor access. The auditor is the same that has been used in previous years. The intent is to have all FY 17/18 documents in the Califa office at the time of the audit.

FY 15/16 and FY 16/17 documents will be shifted from their current location in a PLS storage locker to a Califa storage locker within the same storage facility. Coordination is still ongoing for the transfer of other historical documents between PLS and Califa which will require a 3<sup>rd</sup> party vendor to execute.



### **III. New Business**

#### **A. HR Update. Revised Job Descriptions, pay scale and recruitment (ACTION)**

Paula MacKinnon explained the Operations Manager position is transitioning to a Project Manager position and reviewed the proposed new appropriate job description. MacKinnon also reviewed the proposed job descriptions for the Assistant Director position. An update was provided for the open Member Services and Outreach Manager position which the recruitment process as already begun for.

A suggestion was made to include a diversity statement to each job description.

Motion to approve job descriptions with diversity language to be added:

**MSP: Hirsh / Melton**

### **IV. Califa Staff Reports**

#### **A. ALA-ASCLA Ebook Summit Report**

Paula MacKinnon provided a review of the E-book Summit at the ALA Conference coordinated by Califa, RAILS, and The Massachusetts Library Association. 73 different organizations attended including both State and nationwide libraries and Ebook vendors and distributors joined together to discuss issues and key priorities in order to identify a better approach to resolve issue and establish better relationships within the current Ebook environment. This campaign will be a continued effort between the Califa, RAILS, and the Massachusetts Library Association.

#### **A. Project and Vendor Updates**

Paula MacKinnon provided a review of 2 new vendors Califa is working with offering resources to membership: PressReader who offers access to leading newspapers and magazines online and Cherry Hill who offers resources for the design of library websites.

Wayne Walker provided and update on the CENIC project which is now in the 5<sup>th</sup> recruitment year for libraries wishing to join or add locations to the CENIC broadband network. An overview of the FY 16/17 E-rate and CTF reimbursement process was also provided.



**DRAFT**

**V. Agenda Building, Next Meeting**

**A. Next Meeting**

The next meeting is scheduled for October 2018 with actual date and time TBD.

**B. Agenda Building**

- 1.) HR update
- 2.) Bylaws amendment review
- 3.) Board Member Committee update.
- 4.) Transition update
- 5.) Califa historical review for new Board members
- 6.) Infopeople transition update