



## **CALIFA Board of Directors Meeting**

*Friday, September 22, 2023*

*11:00 a.m. to 12:30 p.m. PT*

Start Time: 11:02 a.m.

### **In Attendance:**

Califa Board Members in attendance:

- Misty Jones
- Gary Shaffer
- Carl Pritzkat
- Yolande Wilburn
- Sara Jones
- Shawn Calhoun
- Erik Mitchell
- James Ochsner
- Todd Deck

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- Vice-President – 3 minutes**

##### **a. Introductions/Quorum**

- i. Paula MacKinnon welcomed Erik Mitchell back to the board in his new position.
- ii.

##### **b. Approval of September 22, 2023 Agenda (ACTION)**

- i. Carl Pritzkat moved for approval of agenda. Yolande Wilburn seconded. All in favor.

##### **c. Approval of May 19, 2023 Minutes (ACTION)**

- i. Shawn Calhoun pointed out the word “not” was missing from a sentence in item 2(b): accept audit of 21-22. He requested that the minutes are corrected by adding the word back in. With the change, Gary Shaffer moved to approve. James Ochsner seconded. All in favor.

#### **II. Old Business – 5 minutes**

**a. Board director election update**

- i. Paula MacKinnon provided an update on board member terms:
  - 1. Sarah Jones' first consecutive appointment for a special library position will be up in 2024. She will be eligible for a second appointment.
  - 2. Misty Jones' second consecutive elected position will end in June 2024. She will not be eligible for another election.
  - 3. Todd Deck and Yolande Wilburn's positions will end June 2024, but they will be eligible to run again.

**b. Academic appointment (ACTION)**

- i. Misty Jones moved to appoint Shawn Calhoun in the open academic library board position. Yolande Wilburn seconded the motion. All in favor.

**c. Officers appointment – President (ACTION)**

- i. Shawn Calhoun stated he is open to being Califa board president again.
- ii. Gary Shaffer moved to appoint Shawn Calhoun as Califa board president. Carl Pritzkat seconded the motion. All in favor.
- iii. Shawn Calhoun asked for the next meeting to be in-person in San Diego.

**III. Finance report – 50 minutes**

**a. Review Financials 22/23**

- i. Lorene Monangai walked the board through the Profit/Loss report and Balance Sheet.
  - 1. The loss of the Broadband grant and activity winding down in the SANDI project caused the biggest changes under "Government Grants".
  - 2. Subscription revenue was down from the previous year. Paula MacKinnon explained that the previous year was an anomaly, and everything was resetting back to normal.
  - 3. Most revenue was due to Infopeople. Paula MacKinnon thanked Veronda Pitchford for her work on making Infopeople profitable.
  - 4. Membership fees decreased but this was due to the timing of the membership fee payments rather than a loss of membership.
  - 5. The Silicon Valley Bank investment account did well and the US Bank account generated interest of \$500 for signup.
  - 6. Unrealized gain and loss recordings were due to the investments which did not do well last year. This year the account increased in value and Califa made an unrealized gain of about \$10,000.
  - 7. Expenses varied because Christian DeLay left Califa in May 2023. Payroll taxes increased because the accounting team adjusted how salaries were recorded. Travel expenses were also higher as Veronda Pitchford was traveling to drum up business for Califa.
  - 8. Fees from credit card processing were high. Yolande Wilburn asked if Zelle is an option for payment, but Lorene Monangai clarified it isn't really an option for Califa.
  - 9. Paula MacKinnon announced that, at the time of the meeting, FY 23/24 had a projected profit of a couple hundred thousand dollars.

10. Shawn Calhoun asked what the \$131,000 undeposited funds on line 28 in the Balance Sheet were. Lorene Monangai explained that they are expenses that need to be reported to get reimbursed by grants, like IMLS.
11. Gary Shaffer asked where library deposit accounts are located on the balance sheet and Lorene Monangai clarified that they are listed under “unearned revenue”.
12. Todd Deck mentioned that he was excited to see Califa picking up the Discover & Go program from Contra Costa.

#### **IV. New Business – 23 minutes**

##### **a. Grants/Infopeople update**

- i. Veronda Pitchford provided an update on the various grant projects at Califa. She said Califa’s work pushed in three directions: connecting libraries to more capacity, looking to see what’s on the horizon with libraries, and trying to keep conversations going.
- ii. Veronda Pitchford introduced upcoming grants including Library Makers; Fostering Empathy with Immigrant Communities; Public Libraries as Equitable Resilience Partners; and Libraries as catalysts for unveiling more inclusive data in rural areas.
- iii. Veronda shared responses from the 2023 Library Journal Directors’ Summit Survey on what topics public library directors were interested in exploring. Yolande Wilburn mentioned that California libraries can’t travel to Texas as it is on the “banned” state travel list. Veronda Pitchford suggested possibly looking for partners to do another, similar meeting elsewhere.
- iv. Todd Deck commented that Sacramento Public Library had been doing more microlearning training and stated the Infopeople courses are a huge time commitment. Veronda Pitchford shared the microlearning updates with the Libraries as Second Responders grant and Infopeople’s Teachable platform.

#### **V. Agenda Building, Scheduling the Next Meeting – 6 minutes**

##### **a. Scheduling the next meeting**

- i. The board proposed the next meeting to be in person in San Diego. Misty Jones provided January 19, 2024 as an available day to meet at San Diego Public Library and the board agreed to schedule the meeting for that day.

##### **b. Agenda building**

- i. Strategic planning, finance committee

#### **VI. Meeting adjourned at 12:29 p.m.**