



## **CALIFA BOARD MEETING**

Minutes

January 25, 2018 2pm – 4pm  
Conference Call

### **I. Call to Order**

The meeting was called to order at 2:02 p.m.

#### **A. Introductions/Quorum**

**Califa Board:**

Sara Jones  
Heather Cousin  
Hillary Theyer  
Eve Melton  
Shawn Calhoun  
Maryruth Storer  
Sandy Hirsh

**Califa Staff:**

Paula MacKinnon  
Wayne Walker  
Andrew Yon

**Guests:**

Derek Wolfgram (PLS)  
Susan Hildreth (Califa Consultant)

**B. Approval of January 25, 2018 Agenda. MSP: Hirsh / Theyer**

**C. Approval of December 8, 2017 Minutes. MSP: Theyer / Cousin**

### **II. Old Business**

#### **A. Election of Members – Update on board director recruitments**

No resolution on the open question of non-California members eligibility to serve on the Board.

Hillary Theyer and Eve Melton are willing to be nominated for re-election to the Board. The Board needs to ask Helen McAlary if she is also willing to be nominated for re-election to the Board. An additional nominee needs to be identified for the soon to be open appointed Board position. The Board election needs to occur as usual in April or May. The Appointed Board member needs to be identified and appointed by the end of June.



### **III. New Business.**

#### **A. Bylaws Amendments**

The Board identified the need for additional Board members to serve in the roles of Secretary and Treasurer. The new Treasurer would need to be elected by the Board by July 1, 2018. Shawn Calhoun offered to step into the Treasurer role. An additional conference call will be scheduled to address the drafting of the new bylaw language.

#### **B. RFP Recommendation: PEO (ACTION)**

A brief overview of the TriNet PEO proposal was provided.

Questions were raised regarding the benefits options offered by TriNet in comparison to the current benefits offered by the Peninsula Library System. Questions were also raised about the term of the proposal and anticipated yearly cost.

The proposal was made for the Board to memorialize the intent for Califa total employee compensation to remain whole from the Peninsula Library System total employee compensation during the PLS to Califa transition. **MSP: Theyer / Cousin**

Movement to approve the TriNet Proposal. **MSP: Theyer / Cousin**

#### **C. RFP Discussion: Finance (ACTION)**

Paula MacKinnon provided an overview of the purpose of the Finance RFP which was to not find a new CFO, but to find a possible replacement for the current CFO services. MacKinnon provided a review of the financial services proposal submitted by Mark Halpert, CPA + Associates.

A question was raised about feedback from current clients. Questions were also raised about the term of the proposal and anticipated annual cost.

Approval to move forward with Financial Services Proposal. **MSP: Theyer / Melton**

#### **D. PLS/Califa Contract extension discussion**

Paula MacKinnon and Sara Jones provided an overview of the 3 contracts submitted by PLS for the continuation of PLS services through the end of the 17/18 FY. MacKinnon pointed out that a small amount of additional time was budgeted for upcoming financial services that was not budgeted in previous PLS contracts.

Approval to accept 3 PLS Services contracts. **MSP: Theyer / Cousin**



A committee was established to start membership outreach about the future changes for the organization.

#### **IV. Agenda Building, Next Meeting**

##### **A. Next Meeting**

A Doodle Poll will be established to identify a date and time during the week of March 20<sup>th</sup> – 30<sup>th</sup> for the next meeting to be conducted by conference call.

##### **B. Agenda Building**

- 1.) Board Member Nominations Committee status
- 2.) PEO Transition update
- 3.) Financial Services Transition update.
- 4.) Bylaw amendments review
- 5.) Message to Califa Membership regarding upcoming changes