



## CALIFA BOARD MEETING

Minutes

March 27, 2018 10am – 12pm  
Conference Call

### I. Call to Order

The meeting was called to order at 10:02 a.m.

#### A. Introductions/Quorum

**Califa Board:**

Sara Jones  
Rivkah Sass  
Hillary Theyer  
Eve Melton  
Shawn Calhoun  
Maryruth Storer  
Sandy Hirsh  
Helen McAlary

**Califa Staff:**

Paula MacKinnon  
Wayne Walker

**B. Approval of March 27, 2018 Agenda. MSP: Hirsh / Theyer**

**C. Approval of January 25, 2018 Minutes. MSP: Hirsh / Theyer**

### II. Old Business

#### A. Board Member Nominations Committee Update

With Eve Melton accepting the nomination to be appointed, and Hillary Theyer and Helen McAlary accepting the nominations to be elected, the Board still needs one more appointed nomination for the FY 18/19 elections.

#### B. Bylaw Amendments (ACTION)

The proposed Bylaw change to allow out-of-state Board members was discussed. The Board had a question of whether this action had been discussed with the California State Library. The Board agreed to not move forward with this Bylaw change until a discussion with the State Library has occurred. Sara Jones offered to address this with the State Library as soon as possible.



Mary Ruth Storer explained changes needed with the transition from the Peninsula Library System. The Treasurer role needs to be taken from staff and assigned to a Board member with some changes to the Treasurer role. An official Executive Committee needs to be established consisting of the President, Vice President, and Treasurer.

Movement to accept Bylaws without section 4.2 which outlines the out-of-state Board member language. **MSP Calhoun / Melton**

### **C. Transition updates – PEO, Finance, IT, Office (ACTION)**

Paula MacKinnon explained the transition to the PEO for managing HR, payroll, and employee benefits packages was on schedule and would take effect as of 4/1/2018. An overview of benefits packages available was provided to Califa staff.

MacKinnon announced that Marzieh Hagnia will be added to the Califa staff as a full time Accountant effective 4/1/2018.

MacKinnon provided an overview of the proposed 403(b) retirement plan for Califa staff. Questions were raised about this type of plan compared to what Califa staff currently receive through the PLS. The new retirement plan for Califa will be one plan with two funding sources, 7.5% employer paid of salary plus funds left over after medical expenses deducted from the \$1,800+ monthly benefits allowance, versus the PLS retirement plan which is 7.5% employer paid of employee salary to a 401(k) account and funds left over after medical expenses deducted from the \$1,800+ monthly benefits allowance to a 457(b) account.

Mackinnon explained PLS will continue to offer financial services through July 2018. The Board identified the need to create internal controls and policies for Califa moving forward. The Treasurer will speak with the new Financial Services contractor Mark Halpert, CPA + Associates, to draft the needed policy document.

MacKinnon explained the IT transition is ongoing with the support of a contractor who also works with PLS. The contractor is familiar with the current PLS environment and future Califa environment for all things IT. Office 365 for Non-Profits has been purchased for Califa. The Board expressed concerns about potential downtime in online services and email during the transition but that should not be an issue.

Mackinnon provided an overview of the new office space available as early as April 2018. The lease terms were explained. A question was raised about ability to get out of the lease should the need arise.

Motion to adopt Retirement Plan Proposal. **MSP: Theyer / McAlary**



#### **D. Report to Califa Members from President**

Sara Jones reviewed the draft of the letter which she will send out to Califa members outlining the changes with the transition. The Board agreed with the language.

### **III. Califa Staff Reports**

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

Mackinnon provided an update on the following grants:

NOAA PLACE Grant (recently ended), NSF Rural Gateways Grant (currently in year 3 of 5), Chromebooks Grant for libraries to further utilize their CENIC connections, Crisis Grant, Career Online Highschool Grant, and the Foreign Language Connection Grant, SimplyE CLSA Grant.

2 applications have been submitted to IMLS for future grant opportunities; the Cross-Cultural Communications in Libraries Grant (to enhance bilingual and cultural communication in the community) and the Second Net Grant (to create a resource for second responders). There is intent to submit for another Virtual Reality Grant for 2018/2019.

The CA State Library Califa Grant for 2018/2019 no longer has funds for operational costs but \$500K for managing other grants. The CA State Library will no longer be offering a grant to Infopeople for 2018/2019 but discussions are occurring with the State Library about what services may be needed in the future.

Mackinnon provided an overview of Consortia Manager which will serve as the new membership database to manage library membership and products and services subscriptions.

Wayne Walker provided an update on the CENIC Broadband Project which just finished the 4<sup>th</sup> year of recruiting and contracting new participants. 4 new library jurisdictions have joined, with 152 branches being added. Recruitment for new year 5 participants begins in June.



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

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

A Doodle Poll will be established to identify a date and time during the end of May or beginning of June for the next meeting to be conducted in - person

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

- 1.) Board Member Nominations Committee update
- 2.) Bylaws amendment review
- 3.) Financial Committee update.
- 4.) Transition update
- 5.) Budget adoption for 7/1/2018

#### **V. Executive Session**

##### **A. Executive Director Contract update (ACTION)**

The Board moved to accept the employment contract with the revisions suggested by Sandy Hirsch and for the President, Sara Jones to discuss and confirm the offer with Paula Mackinnon. **MSP: McAlary / Hirsh**