



CALIFA BOARD MEETING

Minutes

May 31, 2018 2pm – 4pm

I. Call to Order

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

A. Introductions/Quorum

Califa Board:

Sara Jones
Rivkah Sass
Hillary Theyer (Phone)
Eve Melton (Phone)
Shawn Calhoun
Maryruth Storer
Helen McAlary (Phone)

Califa Staff:

Paula MacKinnon
Wayne Walker
Marci Haghnia

Guests:

Derek Wolfgram (PLS)
Narinder Sufi (CSL)
Andrew Yon (PLS)

B. Approval of May 31, 2018 Agenda. MSP: Calhoun / Sass

C. Approval of March 27, 2018 Minutes. MSP: Theyer / Calhoun

II. Old Business

A. Board Member Nominations Committee Update

Michelle Perera has resigned from the Board. Misty Jones – San Diego Public Library and Mark Fink – Yolo County Library have been nominated for the open elected Public Library Board seats for the FY 18/19 elections.

B. Bylaw Amendments (ACTION)

The discussion was had with the California State Library about the proposal for out-of-state Board members with no issues or concerns raised. The Board will continue to look at the option of out-of-state Board members and a further expansion of the definition of qualified directors in the Bylaw language.

The Board moved to allow the official business address change of Califa to 330 Townsend Street Suite 133, San Francisco CA, 94107. **MSP: Theyer / Melton**



C. Transition updates – PEO, Finance, IT, Retirement Plan

Paula MacKinnon reviewed the transition to the PEO which occurred on 4/1/2018. It was discovered the organization and employees are subject to Social Security taxes under TriNet whereas staff was exempt under PLS. A new personnel plan, job descriptions and pay scale can and needs to be established now that the organization has moved payroll from PLS to TriNet. A question was raised about what type of annual tax form will be provided to staff, which will be the Form W2.

MacKinnon provided an update on the financial services transition. Work is occurring to create a new chart of accounts for the new Quickbooks Online system being setup. Coordination of the transfer of financial records and contracts from PLS to Califa is ongoing. MacKinnon will be the backup to account Marci Haghnia for financial transactions for checks and balances purposes. A brief review of how grants are financially managed was provided. The Board suggested a document be created that is a roadmap of the chart of accounts from PLS to Califa.

MacKinnon provided an update on IT transition activities to date. The only tasks still outstanding are transferring the hosting of various websites from PLS to Califa defined hosting service(s). A request was made to update the Califa website with transition information and documents libraries may need before the official announcement to membership is made regarding the overall organization transition.

MacKinnon provided an update of the staff 403(b) retirement plan with coordination and setup still ongoing with American Funds. Once the retirement plan is established and contributions are ready to be made, contributions will be made retroactive to 4/1/2018, or the date the payroll was transferred to the PEO.

III. Finance Committee

A. Financial Statements thru 5/28/2018

Andrew Yon reviewed the financial statements from 7//2018 through 5/28/2018. A review of the fund codes currently used was provided.

B. Budget Adjustments FY 17/18 (ACTION)

Yon reviewed the budget adjustments statements for FY 17/18. Mackinnon explained that the FY 18/19 grant project details have not been provided by the State Library and are not yet reflected in the statement. The Board asked to see a revised statement as



soon as the transition from PLS has been finalized. The Finance Committee will meet and review before the next Board meeting. Motion to accept the Budget Adjustments Statement for FY 17/18. **MSP: Theyer / Melton**

C. Califa FY 18/19 Budget (ACTION)

Sara Jones reviewed the proposed FY 18/19 Budget. The new Social Security tax expenses need to be included as payroll expenses. TriNet has handled all employee Social Security registration. A brief review of Califa insurance policies was provided. Motion to approve proposed FY 18/19 Budget: **MSP: Calhoun / McAlary**

D. Investment Report

Yon provided a review of the investment report. Califa's investment policy was updated previously by Donna Truong. The policy needs to be reviewed to ensure the organization is still eligible for particular plans after the transition from PLS is complete.

E. PLS Contract Extension (ACTION)

MacKinnon explained the purpose of the proposed contract extension is to help close of the financials through June 2018. Califa auditors will need access to various financial information. Yon provided an overview of the basic steps and requirements of a typical financial audit. Derek Wolfgram assured that PLS will be attentive at providing reasonable assistance to Califa through this process. Wolfgram agreed to bring the proposed contract extension to the PLS Administrative Council for review to extend the fiscal and administrative contract of service for day – to day transactions with expires 6/30/2018. Motion to approve the proposed PLS Fiscal and Administrative contract extension: **MSP: Theyer / Sass**

F. Local Agency Investment Fund Resolution (ACTION)

A review of the Local Agency Investment Fund Resolution was provided. Motion to accept the Local Agency Investment Fund Resolution. **MSP: Theyer / Sass**



IV. Califa Staff Reports

A. Project and Vendor Updates

MacKinnon provided an overview of new vendors Baker and Taylor (for Axis 360), tutor.com (online tutoring resources), and Ideas Roadshow (online extensive collection of videos, enhanced eBooks and MP3s to learn about cutting-edge research).

MacKinnon provided an overview of the E-book Summit Califa is participating in with RAILS and the Massachusetts Library System at the ALA Conference.

Wayne Walker provided an update on the CENIC Broadband Project with the recruitment for Year 5 libraries beginning in June 2018.

Walker provided an update on the Zip Books CLSA expansion project through the NorthNet Library system, managed by Califa, which currently has 28 participants with the goal of a total of 35 participants.

V. Agenda Building, Next Meeting

A. Next Meeting

A tentative date was scheduled for August 10, 2018 at 2pm – 4pm by conference call.

B. Agenda Building

- 1.) Investment Policy
- 2.) Job Description / Pay Scale
- 3.) Bylaws changes
- 4.) E-book Summit Report