

**Califa Board Meeting**  
**DRAFT Minutes**  
**November 2, 2018**  
**2-4 pm**  
**Conference Call**

**I. Call to Order**

The meeting was called to order at 2:04 pm.

**A. Introductions/Quorum**

**Califa Board Members**

Sandy Hirsh  
Hillary Theyer  
Sara Jones  
Misty Jones  
Shawn Calhoun  
Mark Fink  
Heather Cousin  
Eve Melton

**Califa Staff**

Paula MacKinnon  
Rebecca Holloway  
Marci Haghnia  
Veronda Pitchford

**Guests**

Narinder Sufi (CSL)

**B. Approval of November 2, 2018 Agenda. MSP: Theyer/Fink**

**C. Approval of August 10, 2018 Minutes were approved with no modifications. MSP: Theyer/M. Jones**

**II. Old Business**

**A. Board Member Elections & Officers Update**

MacKinnon explained the vacancies. Need subcommittee to recruit a director for the elected position (formerly filled by Michelle Perera)- will need to look in Southern California. The other position is appointed. Should be a senior manager or library director. MacKinnon mentioned the possibility of appointing or electing someone outside the State of California. The group agreed to think about possibilities and send names to Paula MacKinnon and Sara Jones and to regroup at CLA. Mark Fink agreed to be on a subcommittee with Sara Jones. Parameters: two positions in the southern part of California or out of state- everyone will submit one name to the subcommittee.

Will need to do an officer election, which the Board will vote on. Sara and Mark will come up with a slate of officers. The Vice President position needs to be filled. The Executive Committee does require some outside work. Hillary Theyer described the role. The appointments will take place at the next regular meeting, unless some urgency arises.

## **B. Recruitment Update**

MacKinnon welcomed Rebecca Holloway and Veronda Pitchford, the newest members of the Califa staff. She mentioned that we will all be CLA, and that we are hosting a meetup on Saturday evening. There is still one open position: Project Manager, which will be filled once Pitchford and MacKinnon have a chance to discuss what is needed. We do have the currently open RFP for Broadband Aggregator- if we are awarded this grant, the position would cover this.

## **III. Finance Report**

We are no longer contracted with PLS for Payroll, Accounting, or HR. Marci and our new CPA firm have been busy getting everything into QuickBooks and up to date. After the audit in August, PLS sent us our financial information to us in spreadsheets. The new CPA is getting this in order. The audit was included in the Board packet. All is in order. Need to meet with Finance group to review the document and bring the audit info to the next meeting. Jones applauded the completion of the transition.

## **IV. New Business**

### **A. RFP for Broadband Aggregator**

MacKinnon updated the group: The State Library put the RFP out last week, and that it is due November 15. The California State Library Aggregator grant awardee will begin work on December 1.

Public libraries have been invited to submit applications to manage the program. This is the \$5M that the state has set aside to getting hard-to-connect libraries connected (\$2M) and (\$3M) to expand existing libraries' connections. We are currently coming to the end of year 4 aggregator grant, and are in the process of putting quotes together with CENIC for the possible year 5 participants, who would start getting connected July 2019.

MacKinnon has told CENIC to operate under business as usual until notified otherwise to avoid any change or interruption of process or service for libraries, despite the possibility of a new aggregator. Califa has done work to get quotes on getting the hard-to-connect libraries on—it can be \$1-2M. E-rate won't kick in until the first 18 months of the process— it's just not possible for some of these libraries to connect on their own without the grant funds.

Califa is working on the RFP now—it's a bigger process than the last application. There is some concern about having to renegotiate contracts, which is not a short process. We hope we will continue to be the aggregator and partner with the State Library on all aspects of broadband in California.

MacKinnon may reach out to some of the Board members to get feedback on how a change in provider might affect their libraries. Sara Jones offered to look at the proposal as well. MacKinnon is enthusiastic about this project in California- it's unique to California, and exciting to see what the

libraries are able to do with the new connection speeds. Many new broadband projects are being launched by California libraries.

Several of the Board members will attend the Aspen Institute event in December. There was discussion about the tight turnaround for the application. Discussion of all the libraries being contracted with Califa, not CENIC. Is there a model for this to help explaining this to the cities/counties/agencies that govern the libraries? How to be ready for the nuts-and-bolts questions that may arise. MacKinnon also pointed out that it would be changing from one agency type to another—there may be contracting issues on either side. Issue of the reputation of Califa being on the line. The tendrils of this run deep—libraries are on Califa's insurance. Mark: is the project manager position related to a candidate pool for this? MacKinnon: yes, and will be needed for other projects too: IMLS grant for Second Nets.

#### **V. Califa Staff Reports**

MacKinnon has spent the past two weeks doing the final reports for six grants for 17/18. Holloway gave an update on new vendor partners: Reference USA and News Archive, as well as a pending agreement with Creativebug. She described the marketing development process underway with Infopeople and Califa.

The group discussed Infopeople trustee training and the opportunity for a national model, as well as the work they have done for the Nevada State Library. This is an opportunity for Infopeople. MacKinnon is talking with national friends and trustee organizations. MacKinnon mentioned that the Colorado State Library is also interested. Hirsch requested a general update on Infopeople, as a regular Board item. MacKinnon: Infopeople is working with ALA to do a preconference. Pitchford will also work to help raise visibility of Infopeople nationally. Theyer stated that there is lots to do about how Califa and Infopeople coexist. Pitchford serves on the board of UFL, and expressed excitement about the Infopeople trustee training. There is a great need, and both Pitchford and MacKinnon have contacts relevant to this.

We are closing out 17/18 as far as the grants are concerned, and rebooting 6 grants. This is third year of the IMLS grant. Entering year 4 of the Rural Libraries grant. Getting started with two others: Virtual Reality and RIPL Analytics for library staff. Also starting up is a new IMLS grant: partnered with State Library of NJ: Cross Cultural Communications- training library staff to be interpreters and translators- in CA and 3 other states as well. Gearing up for 18/19 grant season.

Theyer commented on Get Involved, since she sits on the multistate advisory committee. At the end of that funding, that entire web resource has nowhere to live. Lots of very useful resources. One of the issues is finding a home for it—even if it doesn't get developed any more. Fink: is there any way for the State Library to offer any assistance? Narinder Sufi will check on this. The State Library has continued to support several websites that were created because of grants that they were involved with. MacKinnon: Califa is always happy to spin up another server and put something on it.

Sara Jones announced that at the CLA Awards Gala, the award will go to John McLeod for XR Libraries. She is really pleased to see his work get recognized by CLA.

Theyer stated that she will wait to resign until after the next meeting, when her replacement has been appointed.

**VI. Agenda Building, Next Meeting**

A. Next Meeting

The next meeting will be scheduled in January, date TBD.

B. Agenda Building

Elections and Officers (action item)

Official Acceptance of Audit

Aggregator: ongoing or transition

Infopeople Updates

Closing remarks: request for more info about Infopeople. Will be added as an item for the next meeting.

Future agenda request: Vendor Fair planning, in conjunction with CLA? Timing Board meeting similarly.

**The meeting adjourned at 2:58 pm.**