



Board of Directors
Meeting date: Friday, January 26, 2018
10:00a - 3:00p
Lunch provided

Dr. Martin Luther King Jr. Library - Board Room, 150 E San Fernando St, San Jose, CA

CLA Mission Statement: The Association provides leadership for the development, promotion and improvement of library services, librarianship and the library community.

Note: The CLA Board follows Roberta's Rules of Order

1. Call to order (President Dolly Goyal) 9:58am
2. Roll Call (Jennifer)
 - Board: Dolly, Michelle, Helen, Andrew, Genesis, Heather, Derek, Erin, Jayanti, Margaret, Erica, Cecilia, Jennifer, Stacey
 - Absent: Vanessa (until 12 by phone), Cindy
 - Staff: Beth
 - Guests: David, Larry
3. Introductions and question of the day (Dolly) What's the best way to get ahold of you? And when do you turn off?
A spreadsheet is in the BOD folder -- BOD roster, Dolly will double check that it's current and incorporate info from answers
4. Review of Agenda (Jennifer) Approved by consensus
5. Consent Agenda:
 - 5A. Approve Minutes from November 5, 2017 [ACTION REQUIRED]**
Minutes -- HELEN MOVED TO ACCEPT. APPROVED BY CONSENSUS
6. CLA Board Orientation (Business Manager Beth Wrenn-Estes)
 - Beth reviewed structure of meetings including Roberta's Rules and time keeping.
 - Beth reviewed the financial handbook including General Ledger codes and history since leaving SCLC management. Financial reporting much easier now that we are using QuickBooks.
 - Beth reviewed basics of governance including difference between bylaws and standing rules and process for updating each.

- Personnel documents/handbook not current. This year will be cleaned up -- will come to board for approval when needed. Beth did an extensive overview of the association's history, relationship with CSL, and ongoing expenses. She reviewed and discussed recent changes with the contract with our lobbyists and how we work together with them and CSL for funding on statewide grants. Beth also reviewed current staffing arrangements, hiring processes, etc. 10-3 MWF -- staff in CLA office. Staff works from home the other two days

There was a long discussion about how individuals who are paid from CSL grant money are hired and paid. Grant people: get paid 100% by CSL grants with additional administrative funds going into the general fund. Most questions were satisfactorily answered. Beth suggested that if further discussion or changes were desired they should occur on a separate agenda before the new grant cycle starts.

- BOD info--Beth reviewed expectations and responsibilities for board members and how the Executive committee works to facilitate specific types of issues as they come up between meetings. EC first when she has questions. Job descriptions written before last election not currently Official docs but will be added to Standing Rules
- 21 interest groups right now. 14 spring flings this year.
- Newsletter: Beth reviewed the history of the newsletter and how it was recently decided (again) that we do not have the capacity for publishing. Michelle pointed out that an article in the newsletter is still listed as an "institutional" membership benefit and suggested we need to update this if there is no newsletter. Discussed using California Libraries Facebook page as an informal platform for news distribution along with CALIX.
- Beth reviewed sources of income including our biggest: Conference attendance goal is 1200 and funds that come in via memberships, partnerships and grants.
- Beth reviewed financial status over last several years including instance several years ago when funds were borrowed from Yelland to balance the budget. [Still owe \$21K to scholarship fund borrowed \$50K in 2013--paying back from GF each year till back to square. Can then discuss adding funds back into the reserve.

Consider doing orientation via webinar or other format next time.

7. Reports and Old Business:

7A. President's report (Dolly)

- RFP Background & Next Steps-- Consultant for marketing plan for cla. Had been contingent on money made from conference and moving staff to Pasadena which didn't happen. Lacking funds and clear scope of work so tabled moving forward with this.
- Workers' comp--waiting for audit report. may have to pay fines/retro-- but will not find out ongoing fees or retro till report comes

- Save the Redwoods Partnership--see emails
- Proposal SLIS at UCLA-- IMLS proposal project to address lack of diversity in library staff...want to know if CLA wants to participate as partner--sign on and serve as advisory and send out notices for members. CSL is a partner. CLA...need to define a little more what/how we would commit to in kind. Dolly will ask to see scope and definition. How will students be involved?
- **MOTION BY JENNIFER: CONTINGENT ON DOLLY FEELING GOOD ABOUT IT AND ALL QUESTIONS BEING ANSWERED CLA WILL PARTNER ON THE PROJECT. PASSED UNANIMOUSLY**

7B. [Business Manager's Report](#) (Business Manager Wrenn-Estes)
Highlighted : membership numbers

7C. Financial/Treasurer's Report (Beth Wrenn-Estes & Derek Wolfgram)

- [2017-18 Budget update](#) [no changes]
- No mid-year changes. Things are pretty much where they should be for this time of year. Not concerned with this year's budget but concerned about next year because so much of our income is from conference and Santa Clara is an expensive venue. Some expenses from last conference still deferred so complete numbers not available yet.
- [Profit/Loss, as of December 31, 2017](#)
- [Balance Sheet as of December 31, 2017](#)
- [Budget YTD as of December 31, 2017](#)
- [Charitable Trust 2016 Filing](#)
- [990 Filing](#)

\$81K deficit reported due to deferred reconciliation. Will no longer be deferring membership dues beginning this year--will still have conference deferral but that reconciles before the audit. So next year's filing will be foundational

- [2016-17 Audit](#)

MOTION TO ACCEPT THE AUDIT MADE BY DOLLY. PASSED UNANIMOUSLY.

7D. Leadership Development Grant update (Genesis)

--first workshop on Jan 18th. Short format. Next 2/15 in Fresno. Cohort vs short so can compare to build going forward. Good evaluations. Topic: Design thinking--fostering innovation. Looking at other formats. Dolly and Genesis from board doing most of work. Elizabeth still large role and is writing lead. Looking for another board member and also a couple more volunteers from field to help.

7E. Survey results, feedback, and next steps RE library privatization (Andrew & Vanessa)

--Major concerns voiced: Supporting library staff. Morale issues. Don't ostracize or exclude staff employed by privatized libraries. Comments about specific

activities that are ok to privatize like book processing. Issue of transparency and oversight big ones since this is a use of public funds.

Discussed making statement more affirmative -- we believe in ...value statement. In line with ALA and value of libraries.

Genesis suggested having CLA create a comparative tool based on standards to use against the "vitality index" and other similar reports created by for-profit groups interested in contracting to provide service.

CONSENSUS: Reaffirm ALA's language and add value/support statement. Add support for staff and transparency.

Dolly will send out for additional review and will finalize via email.

7F. Advocacy & Legislation Committee report (Larry)

--Governor approved budget with our proposal included.

Day in the District--will be very important this year. San Diego & Sacramento SB830--successor to (Dodd) SB135 about digital citizenship/media literacy

7G. Institutional membership update (Beth)

- [Membership trends](#)

--assignments coming. Talking points articulating value of CLA need to be updated.

8. Conference 2017, 2018 and beyond

8A: [2017 Budget update](#)

Decision to do away with exhibit hall pass fee good -- will have less vendor/exhibit space in Santa Clara but still plan to do free.

8B: [Exhibitor list](#) (Beth)

8C: [Mobile app use stats](#) (Beth)

8D: Update/Status for 2018 (Dolly)

8E: Locations for 2019, 2020, etc. (Beth)

--places are booking up. Looking at Santa Clara again or Fresno. May broaden search to include spaces not just convention centers.

9. New Business

7A: Bylaws (David MacFadden)

Added an exception for when ED is vacant--who can fill.

Added opportunity for affiliations...problem: county librarians group that originally wanted to do it wanted us to be fiscal agent. We can't do that.

Election clause for standing rules.

Leadership committee→ nominating committee. Separate committees now.

Change bylaws to allow for past president to not need to chair both groups

Bylaws & nominating committee will get together to review descriptions created for BOD positions -- will work to incorporate into standing rules.

8. Topics for open discussion (All)

Website: what's possible to change. What's not. Trying to redo the conference site at least with style guidelines. Everything is based on templates.

Erin working on recommendations for navigational changes.

9. Agenda Building -- Next Meeting, by conference call/web-meeting. 3:00-5:00 pm, Monday, February 26, 2018

Membership trends

10. Adjournment

ERIN MOVED TO ADJOURN