

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
OVITT FAMILY COMMUNITY LIBRARY  
215 East C Street  
Zoom Meeting  
April 13, 2021  
(Subject to Board approval)

**CALL TO ORDER** This meeting was called to order by Board Member Nancy Bumstead at 6:00 p.m. Bumstead read the Governor's Declaration of Emergency eliminating in-person Library Board Meetings.

**PLEDGE OF ALLEGIANCE** Led by Gina Lanthripe, Board Member

**MEMBERS PRESENT** Board Members Nancy Bumstead, Mena, Lawliss and Lanthripe were present.

**MEMBERS ABSENT** Library Board President Daisy Macias was absent.

**ALSO PRESENT** Executive Community Life & Culture Agency Director Helen McAlary

**INTRODUCTIONS**

There were no introductions

**MINUTES**

Motion: Moved by Lanthripe, seconded by Mena and unanimously carried to approve the March 9, 2021 minutes.

**PUBLIC COMMENTS**

There were no public comments.

**CITY COUNCIL REPRESENTATIVE**

City Council Representative Debra Dorst-Porada was present

Council Member Debra Dorst-Porada commented about inquiries from the public that she receives about issues. They don't always understand the government landscape of the city. Dorst-Porada stated that the city has five school districts, and each has a School Board and Superintendent. Dorst-Porada further explained that the city council does not make school district decisions and budget and decisions are not shared. Dorst-Porada stated that she would like to help everyone understand the government landscape of the City of Ontario. Dorst-Porada asked if anyone had questions for her and no questions were asked.

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CONSENT CALENDAR

Monthly Statistical Report for March 2021

Motion: Moved by Mena, seconded by Lawliss and unanimously carried to approve the Consent Calendar for March 2021.

Council Member Dorst-Porada asked about the process of approving the consent calendar of the previous month. Library Director Thrasher explained that they are approving last month's statistics. Executive Community Life & Culture Agency Director McAlary explained that this is a way to "record and file".

DIRECTOR'S REPORT

Library Director Shawn Thrasher reported that San Bernardino County has moved to the Orange Tier which led to changes that include: no appointments are needed, limited seating and rooms are now available, the 1:00 p.m. closure is no longer necessary. Cleaning and sanitizing will still take place. Thrasher reported that mask wearing, temperature taking and physical distancing are still required. Thrasher stated the one-hour computer limit remains the same, but an extra hour is given if nobody is waiting. Thrasher stated that *Check Out, Ontario!* (the libraries' curbside service), will cease this week and patrons can pick up materials inside the library. Thrasher stated Board meetings will begin in-person May and will not be broadcasted. Thrasher stated Office Specialist Michael Sanchez will no longer take the meeting minutes. The task will rotate with Librarians. Tonight, Librarian Sofia Araya is taking the meeting minutes. Thrasher reported on *Serving with a Purpose*, an annual conference the Ontario City Library presents with other libraries at the convention center for Friends of the Library, Library Boards, Foundation Boards, and library staff who work with them. Thrasher reported this year's conference be a free virtually via Zoom Wednesday, June 9<sup>th</sup> from 12:30 – 2:00pm. Thrasher stated that the conference will feature different groups talking about fundraising successes during Covid. Janet Skelsien Charles, author of *The Paris Library* will be joining. Thrasher stated that if Board Members want to attend the *CLA Conference* should let him know. Thrasher reported that there will be a full presentation latter this year on the Adult Literacy program which now has Tutors and Tutees. Thrasher reported that the Veterans Resource Center is now open and is staffed two days a week by JVS and volunteers. Thrasher reported that Workforce Development is open by appointment to help unemployed patrons find jobs and work on career.

Board Member Bumstead asked if there were any questions. Board member Lanthripe asked where the meeting would be held next month. Library Director Thrasher stated at Ovitt Library. Board Member Bumstead asked if they would be doing two meetings at Lewis Family Branch this

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year. Library Director Thrasher did not have an answer for this yet. Board member Mena asked what the conference is about. Thrasher answered that the conference is about fundraising for Friends of the Library, foundations, boards, and trustees, specifically on how groups can raise money during Covid. Council Member Dorst-Porada asked if the bullet points can be on social media, specifically that the library is open and what other services the library has. Thrasher answered yes.

**STAFF REPORT**

Evolution of Fine Free Libraries (Steven Arechiga)

Steven Arechiga, Senior Library Assistant, narrated a PowerPoint presentation on the evolution of fine free libraries.

*A copy of this presentation is available upon request from the Library Director.*

Material Selection Policy (Kelly Zackmann)

Kelly Zackmann, Library Services Manager, narrated a PowerPoint presentation on the updated Material Selection Policy.

*A copy of this presentation is available upon request from the Library Director.*

Motion: Moved by Lanthripe, seconded by Lawliss and unanimously carried to approve the Materials Selection Policy.

Material Review Policy Update and Review (Shawn Thrasher)

Library Director, Shawn Thrasher narrated a PowerPoint presentation on Material Review Policy Update & Review.

*A copy of this presentation is available upon request from the Library Director.*

Motion: Moved by Lawliss, seconded by Mena, and unanimously carried to approve the Material Reviews Policy Update and Review.

OLD BUSINESS

No old business.

NEW BUSINESS

Executive Community Life & Culture Agency Director McAlary stated that *Fine Forgiveness* will

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be a future agenda item. Council Member Dorst-Porada asked how the Friends of the Library could be reinvigorated and if that could be a future agenda item. Library Director Thrasher answered yes.

BOARD COMMENTS

Board Member Mena thanked everyone for the thorough presentations. Board Member Lantrhipe thanked everyone. Board Member Bumstead stated that she is excited to see everyone in person and is assuming that all will wear a mask. Library Director Thrasher ensured that everyone will wear masks. Thrasher mentioned that Ann Palicki will be formally invited to receive a plaque to the next meeting and can bring her family.

FUTURE AGENDA ITEMS

ByLaws review & update – Spring 2021  
Code of Conduct Policy review & update - Summer 2021  
Library Expulsion review and update – Summer 2021  
Meeting Room policy review & update – Fall 2021  
Display Policy – Fall 2021

ADJOURNMENT

Board member Bumstead adjourned the meeting at 6:55 p.m.

Respectively Submitted

  
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Sofia Araya, Librarian

APPROVED:

  
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Daisy Macias, PRESIDENT