

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
CITY COUNCIL CHAMBERS, CITY HALL
303 E B St
Ontario, CA 91764
August 10, 2021
(Subject to Board approval)

- CALL TO ORDER This meeting was called to order by Board Member Mena at 6:00 p.m.
- PLEDGE OF ALLEGIANCE Led by Board Member Elizabeth Ricci.
- MEMBERS PRESENT Board members Crisol Mena, Anne Lawliss and Elizabeth Ricci were present.
- MEMBERS ABSENT Vice President Nancy Bumstead and Secretary Gina Lanthripe were absent.
- ALSO PRESENT Executive Community Life & Culture Agency Director Helen McAlary

INTRODUCTIONS

Library Director, Shawn Thrasher introduced Dani Sanchez, Teen Librarian at Lewis Family Branch who was taking minutes.

MINUTES

Motion: Moved by Ricci, seconded by Lawliss and unanimously carried to approve the July 13, 2021 minutes.

PUBLIC COMMENTS

There were no public comments.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada was absent.

CONSENT CALENDAR

Monthly Statistical Report for July 2021.

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

DIRECTOR'S REPORT

Library Director, Shawn Thrasher announced that former board member Daisy Macias was to be presented with a plaque for her outstanding service to the Library Board of Trustees, but she was absent. Thrasher reported that there is still space to attend *Serving with a Purpose*, an

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annual conference the Ontario City Library presents with other libraries at the Ontario Convention Center for Friends of the Library, library boards, foundation boards, and library staff who work with them. Thrasher reported this year's conference will be on September 1, 2021 from 8:30am to 4pm. Thrasher stated that the conference will feature various workshops and sessions specific to board roles. Mena requested name tags. Thrasher also requested that board members relate to him their shirt size if they would like to receive an Ontario City Library shirt.

STAFF REPORT

KinderGo (Daisy Flores and Briana Ochoa)

Daisy Flores, Library Services Manager and Briana Ochoa, Supervising Librarian, narrated a presentation on KinderGo.

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

Lawliss asked if volunteers could request which school site they visit and Ochoa replied that yes, once all schools have been scheduled, volunteers can request to visit specific scheduled school sites. Ricci asked if this program extends to special needs children and Flores responded, yes, there is a specific request made every year to include special needs kinder classrooms and children in this program. Mena asked why there isn't a program like KinderGo that targets all age groups. Flores responded that while OCL does target all age groups with literacy programs, KinderGo is specifically designed and intentionally targeting kindergarteners to get them on track early on in life to better strengthen the probability that they become lifelong readers and library users. Ricci then asked how non-verbal special needs children are being addressed and if assistive technology is being used for KinderGo. Flores responded that this program happens in the actual school classroom and that although they have not had a teacher request the library bring any special equipment, that they would attempt to accommodate non-verbal children as necessary if requested to do so.

Budget Review 2021-22 (Shawn Thrasher)

Shawn Thrasher, Library Director, narrated a PowerPoint presentation on the 2021-22 library budget.

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

Ricci asked why the programming budget is much smaller than the staff salary budget. Thrasher responded that staff salaries are negotiated, and the library has no authority over salaries.

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Thrasher went on to explain that the library has increased its programming budget every year. Helen McAlary, Executive Community Life & Culture Agency Director, commented that staff are the largest part of programming (i.e., their research, planning, ordering, approval, marketing, and execution) and that the actual budget just covers materials like construction paper. Thrasher agreed with McAlary and responded that it is quite normal for many libraries to not have a programming budget. He also pointed out that while the allocated budget appears small, it does not quite show the entire picture as librarians are continuously applying for and receiving grant money that goes towards programs. Ricci then asked if there was a way to request that certain amounts of the budget go to certain purchases. Thrasher replied that you would have to go to a city council member and make that request so that they could bring it to us. Mena commented that cost of living has gone up and salaries will have to go up and that the budget looks great. Mena also commented that the library did such a great job during the pandemic and the library has managed their money well.

OLD BUSINESS

Bylaws amendments (Staff)

1. Article V- vetting bylaws.

City Attorney advised this could be less formal and the Library Board can discuss among its members and vote on a motion to vote for amendments without being limited by a specific timeframe.

Motion: Moved by Ricci as presented by Shawn Thrasher, seconded by Lawliss, and unanimously carried to approve.

2. Section 1 add "in City Hall." Motion: Moved by Ricci as presented by Shawn Thrasher, seconded by Lawliss and unanimously carried to approve.

3. Article VIII: City Attorney suggestion is "...vetted by both legal counsel and by City staff in advance of the meeting at which any amendment(s) is to be considered for adoption. Inconsequential changes to the bylaws that do not require advanced vetting by legal counsel and/or City staff, such as scheduling dates, times, and locations of meetings, may be introduced and adopted at the same meeting, provided that revisions to the bylaws was included on the agenda for that meeting."

Motion: Moved by Ricci as presented by Shawn Thrasher, seconded by Lawliss and unanimously carried to approve.

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NEW BUSINESS

Election of Officers

Motion: Moved by Ricci, seconded by Lawliss and unanimously carried to approve tabling the election because of absent board members.

BOARD COMMENTS

Mena gave thanks to City of Ontario and the library for hosting and being involved in summer, and they are looking forward to more summers, getting more kids, and more high schools involved.

FUTURE AGENDA ITEMS

Code of Conduct Policy review & update – Fall 2021

Library Expulsion review and update – Fall 2021

Display Policy – Winter 2021

ADJOURNMENT

Mena adjourned the meeting at 6:48 p.m.

Respectively Submitted



Danielle Sanchez, Librarian

APPROVED:



Crisol Mena, ACTING PRESIDENT