

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
Zoom Meeting
August 11, 2020
(Subject to Board approval)

CALL TO ORDER President Carmona called the meeting to order at 6:10 p.m.
President Carmona read the Governor’s Declaration of Emergency
eliminating in-person Library Board Meeting.

PLEDGE OF ALLEGIANCE City Council Representative Dorst-Porada led the meeting with
the Pledge of Allegiance.

ROLL CALL Board members Nancy Bumstead, Rachel Carmona, Irene
Chisholm, and Daisy Ocegueda all present.

ABSENT Motion: moved by Board members to excuse Ann Palicki

ALSO PRESENT Shawn Thrasher, Director; Courtney Saldana, Assistant Director;
Helen McAlary, Community Life & Culture Executive Director

INTRODUCTIONS
There were no introductions

MINUTES
Motion: Moved by Ocegueda, seconded by Bumstead and unanimously carried to approve the
amended July 14, 2020 minutes.

PUBLIC COMMENTS
There were no public comments.

CITY COUNCIL REPRESENTATIVE
City Council Representative Debra Dorst-Porada asked the Library Director Shawn Thrasher
about book donations. Shawn responded that more volunteers are returning to the Library, so
Friend of the Library could start receiving donations in the coming week.

CONSENT CALENDAR
No reports currently available.

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DIRECTOR'S REPORT

Library Director Shawn Thrasher reported on the list of Library staff who will be leaving has part of the retirement/separation incentive. The Council representative Dorst-Porada added that all the City Departments are being hit hard with the departures.

STAFF REPORT

Budget and ASOs

Library Director Shawn Thrasher provided a presentation on the 2020-2021 budget and Agency Strategic Objectives (ASOs). Shawn read the City councils goals and how they pertain to the Library. He went over the plan that included education, partnerships, events, collaborating with other departments, model colony and local heritage. Shawn provided a brief summary of the ASOs for Lightspeed; Adult Literacy; Little Learners, Big Futures; and the Veteran's Resource Center. He provided the budget process starting from early spring to when budget is approved in June. Shawn talked about the Library Board's role in the budget process with feedback, requests, and budget reports after approval from City Council. Shawn explained how the funds are shared within the Community Life and Culture Agency. He then provided information about how the budget is distributed within the Library with salaries, collections, programs and internal services. Shawn ended his presentation by showing how the funds are distributed to both Ovitt and Lewis to fund their collections.

Lewis Library Update

Before the Lewis Library update Executive Director Helen McAlary shared information about the meeting held with the school district. Executive Director McAlary, Director Thrasher, and Branch Manager Witherow met with the CJUHSD Assistant Superintendent, Facility Director, the Principal and Vice Principal to discuss an incremental reopening strategy that both the school and the city could be comfortable with. The group discussed the protocols the library put in place to protect the public and messaging to the community and students about library being open per the State Public Health guidelines, but school being closed.

Supervising Librarian Heather Witherow provided a presentation on how Lewis Family Branch would re-open. Heather explained the action plan they will follow once the district has approved the re-opening. She talked about the step by step plan for opening the Lewis Branch. She provided a view of the new carpet, painted walls and the overhaul of the HVAC which she believes will stop the closure of the Lewis Library during the summer. Heather continued with some of the other steps being taken to prepare for the re-opening like a temperature station, removing of shared items, clearing of extra chairs, quarantining used materials, restricting the use of public drinking fountains and placing directional signage on the floor when Lewis can re-open by appointment only. Heather presented a diagram showing how the library will be accessed, the location of the check-out for holds, limited sitting, access to lightspeed by appointment and printing. Heather conclude her presentation with pictures of the newly installed sneeze guards, the temperature station, and how the signage on the floor will help with the social distancing requirements.

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Adult Services Year in Review

Supervising Librarian Jon Andersen gave a presentation on Adult Service's year for 2019-2020. Jon explained that he has only been in the position for a short time but will share what he can. Jon provided a slide to show his current staff and talked about the upcoming changes with some staff leaving and others being moved to accommodate the need. He talked about the services his department provides, the popularity of the library's collection and the various programs available prior to COVID crisis. He reported on how the current situation has required some the programs to be changed from in-person programming to socially distant, video instruction and by appointment. Jon shared how Computer and Technology Services (CATS) is now under his supervision. He explained the technical issues, interaction with patrons and coverage in Lightspeed. He talked about a grant they have applied for through SoCal Edison. If awarded the grant would be used to install a recording studio in Lightspeed. Jon talked about Zip Books restarting again and Adult Literacy being developed and ready to go. The challenge will be the COVID restrains on gatherings impacting when the Adult Literacy program can get started. Jon ended his presentation talking about how COVID has had a massive impact on how the Library functions.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

No new business to discuss.

BOARD COMMENTS

There was a mix of positive comments from all the board members.
Board member Chisholm requested we try adding ESL in a virtual format in some way.

FUTURE AGENDA ITEMS

No future agenda items to discuss.


ADJOURNMENT

President Carmona adjourned the meeting at 7:17 pm.

Respectively Submitted

 on behalf of Nancy Morales
Nancy Morales, Administrative Assistant

APPROVED:


RACHEL CARMONA, PRESIDENT on behalf of
Rachel