

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
CITY COUNCIL CHAMBERS, CITY HALL  
303 E B STREET  
September 14, 2021  
(Subject to Board approval)

**CALL TO ORDER** This meeting was called to order by Board Member Nancy Bumstead at 6:00 p.m.

**PLEDGE OF ALLEGIANCE** Led by Crisol Mena, Board Member

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

**MEMBERS ABSENT** Library Board Member Lawliss was absent.

**ALSO PRESENT** Library Director Shawn Thrasher and Library Services Manager Kelly Zackmann

**INTRODUCTIONS**

Library Director, Shawn Thrasher introduced the City of Ontario's I.T staff to the Library Board.

**MINUTES**

Motion: Moved by Mena, seconded by Ricci and unanimously carried to approve the August 10, 2021 minutes.

**PUBLIC COMMENTS**

There were no public comments.

**CITY COUNCIL REPRESENTATIVE**

City Council Representative Debra Dorst-Porada was present

Council Member Dorst-Porada commented that she would like the Pledge of Allegiance words available up on the screen for people to follow along.

**CONSENT CALENDAR**

Monthly Statistical Report for August 2021

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

**DIRECTOR'S REPORT**

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Library Director Shawn Thrasher talked about the Adult Literacy Program and how the library is still looking for adult learners. The adult learners can be those who don't know how to read at all, those who are trying to increase their reading skills and/or even adults who need to take a test for a job or promotion and need one on one assistance. Thrasher requested the board to please refer interested adult learners to the library. Thrasher then reported that in person programming (story time included) returned to the library in September and there has been steady attendance. In story times, staff are encouraging adults to practice mask modeling behavior and it has worked really well. Thrasher then reminded everyone that the Library Board meeting in October will be live.

#### STAFF REPORT

##### Model Colony Local History Room Overview (Kelly Zackmann and Patricia Edwards)

Kelly Zackmann, Library Services Manager, and Patricia Edwards, Senior Library Assistant narrated a PowerPoint presentation on the Robert E. Ellingwood Model Colony History Room.

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

Ricci mentioned that Edwards gave her a tour of the Model Colony room and she did so in an easy-to-understand way and thanked her for all that she does. Mena asked how staff gather information and historical pieces. Zackmann responded that they solicit for and rely on them. Mena asked if they purchase yearbooks and Zackmann responded that Ontario yearbooks come from the library's book budget and others are donated. Mena then asked if an appointment is needed to visit the Model Colony Room and Zackmann mentioned the hours and that they can make special appointments if assistance is needed outside of open hours. They are also able to assist patrons remotely or via phone. Bumstead asked what a "subscription library" is. Zackmann said it was when you have to pay a fee to be a member of the library. Bumstead then asked who the architect was for the 1961 library building and Zackmann responded, Jay Dewey Harnish. Bumstead asked what yearbooks are missing from Chaffey High School and Zackmann mentioned that we have them all. Bumstead had a question about the pictures people have access to on Ontario Treasures and what the rules are to using them on social media. Zackmann responded that the library doesn't have copyrights to any of the photos as the copyright is held by the creator and their heirs and we don't police it at all. Bumstead asked if we "suggest" to those who use them a lot to give credit to the creator and Zackmann responded that if they ask her to publish or license them, we tell them we don't have the authority to do so and to contact the creator or their heirs and it is up to them to follow through. Bumstead then thanked Zackmann for the amazing job that she has done with the Model Colony Room. Lanthripe asked what the name of the Ontario book was, and Zackmann responded *Early Ontario* and where to

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get it. Lanthripe also thanked Edwards for a tour she took with her 9-year-old son and how excited he was about doing a report on Andrew Carnegie and how he was able to see history come alive. Dorst-Porada reiterated how wonderful and amazing Zackmann is and how special the Model Colony Room is. Dorst-Porada mentioned the research assistance that Zackmann did to assist with the Ontario Cemetery Tour and asked everyone to donate their historical items if they have them. She also mentioned that the Model Colony Room is a great resource if you need historical home research. Dorst-Porada then mentioned that employees don't know about the Ontario Museum or Model Colony Room and that Human Resources need to mandate employees to watch videos about specific areas of our City since employees are our best advertisers. Bumstead mentioned that she has old Ontario Airport pamphlets that she wants to donate.

Patron Services Overview and Update (Steven Arechiga)

Patron Services Supervisor, Steven Arechiga narrated a PowerPoint presentation on Patron Services Overview and Update.

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

Bumstead mentioned how amazing Arechiga is and how staff recreated the library during the pandemic. She asked if we follow what LA County Library system does in terms of collectible library cards. Arechiga mentioned that it is something we have thought of especially during the Summer similar to what San Diego Library System does. Lanthripe said that she used several of the services during the pandemic and it was all very smooth. Lanthripe asked for more detail about the money we have saved after ending our contract with a third-party Collections Agency. Arechiga mentioned that our average revenue for the year is \$70,000-\$80,000 in revenue and we have so far recovered \$46,000 in material since not using a third-party Collections Agency a year and a half ago. This means that is \$46,000 less on what we would have had to spend on purchasing these books again. Also, in the 23 years that we were using the third-party Collections Agency, they had only collected about \$300,000. We have made about a third of that in just a year and a half and at no cost for the City. Lanthripe also mentioned that Summer Concerts would be a great opportunity to outreach. Thrasher agreed and mentioned that we were able to create library cards at a few of the Summer Concert events.

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OLD BUSINESS

Election of Officers

Bumstead asked for discussion and Ricci nominated Lawliss for Vice President but since she was not present, she was unable to accept the nomination. Lanthripe moved for Mena as Vice President and Bumstead as President. Ricci seconded the motion. The slate was unanimously approved.

NEW BUSINESS

No new business.

BOARD COMMENTS

Dorst-Porada would like some basic financial literacy classes and Thrasher mentioned that we are going to offer financial literacy classes in the Spring. She also suggested classes on emergency preparedness and Thrasher mentioned that she gave him the idea to offer classes on insurance and other "Ontario Learns" classes. Dorst-Porada mentioned to the board that if they don't understand something on the agenda to ask her. Bumstead agreed that Dorst-Porada is always available to help. Dorst-Porada encouraged members to attend the car show and 3<sup>rd</sup> annual Arts Festival and to celebrate the Chaffey Museum's 80<sup>th</sup> birthday celebration. Ricci agreed with the importance of these types of classes because she mentioned ROP that would teach high schoolers how to do things like balance a checkbook and asked if we were partnering with the local high schoolers. Thrasher mentioned that we offer learning programs for adults and "adulting" programs for teens. In January he will probably bring to the board what Ontario Learns will entail as it is still in the planning stage. Ricci also thanked Dorst-Porada for her suggestion on offering programs on understanding insurance because she had insurance but learned so much after she had a home fire. Lanthripe mentioned helping teens with job searching and financial literacy as there is a need for teens to learn about banking as well as those who attend local colleges. Mena and Bumstead agreed. Mena asked about the Holiday Parade and asked if the library will be participating in it and Thrasher mentioned that the library will be having a booth. Dorst-Porada shared details about the parade and how funding is determined and distributed. Thrasher mentioned the Library's Reindeer Run team and

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encouraged the board to join. Bumstead requested new chairs and Thrasher said he will say something. Bumstead mentioned that her neighbor really wants the children's room at Ovitt to be named after Beverly Clearly and we really need to make this happen. Thrasher said that this is coming to the board as a report soon. Bumstead requested a board meeting be held in the old chambers at the Museum. Thrasher said he would look into this. Lanthripe really encouraged the library to offer job training classes for teens and Shawn will look into this because due to the parameters of the Ontario Learns grant (adult literacy) we may have to look into working with our Workforce Development as another option. Dorst-Porada mentioned that the Arts Festival need commissioners to staff 4 hours shifts at the information booth and to tell Helen if you can help. Dorst-Porada mentioned that Robert Lyn Nelson, a Chaffey High School grad, will be doing a series of six Ontario watercolor paintings that will be displayed at the Chaffey Museum in January.

FUTURE AGENDA ITEMS

ADJOURNMENT

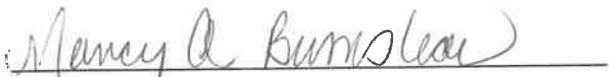
Board member Bumstead adjourned the meeting at 7:15 p.m.

Respectively Submitted



Rachelle Lopez, Librarian and Circulation Supervisor

APPROVED:



Nancy Bumstead, Board Member