

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
Zoom Meeting
September 8th, 2020
(Subject to Board approval)

CALL TO ORDER President Carmona called the meeting to order at 6:00 p.m. President Carmona read the Governor's Declaration of Emergency eliminating in-person Library Board Meetings.

PLEDGE OF ALLEGIANCE Daisy Ocegueda led 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; Helen McAlary, Executive Community Life & Culture Agency Director

INTRODUCTIONS

Library Director Shawn Thrasher will introduce the consultants when they present.

MINUTES

Motion: Moved by Bumstead, seconded by Chisholm and unanimously carried to approve the amended Aug 11, 2020 minutes.

PUBLIC COMMENTS

There were no public comments.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada reported that she was surprised that the county was below 8% COVID-19 positive rate. She also stated that the county has met four out of the five indicators.

CONSENT CALENDAR

Monthly Statistical Report for July 2020
Monthly Statistical Report for August 2020

Motion: Moved by Chisolm, seconded by Ocegueda and unanimously carried to approve the Consent Calendar for July & August 2020

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DIRECTOR'S REPORT

Library Director Shawn Thrasher reported on four items. The first item is Stats. "We changed up the stats information that we usually give you to reflect what's actually going on at the library. For July & August, we included appointments (includes the number of appointments and the total number of people); visits to *Check Out Ontario* at both locations, the number of virtual programs we've created, and the number of virtual program views. By the end of August, our appointments started to reach the max of 10 per hour at the Ovitt Library. Patrons are still picking up items on hold in the meeting room at the Ovitt Family Library through *Check Out Ontario*. Some patrons are still not comfortable entering the building but request for their items to be on hold so they can pick up and leave quickly. The second item is an update on Lewis Family Branch Library which opened by appointment today. *Check Out Ontario* moved from the Westwind Community Center to the hallway of the Lewis Family Branch Library. We have worked closely with the school district, who asked us to ease back into opening for the public. Hours are reduced right now to see how this will work out. Shawn fully expects in two weeks the hours to be increased. Three people walked in today, and two people picked up materials from *Check out Ontario*. No appointments have been made in advance but that takes some time. The third item is an update on the separation and retirement incentives. Courtney Saldana, James Augur, Debbie Torrance and Leah Lansberry have already left the city. Later this month, Janis Young will be retiring. This is Nancy Morales last meeting with the Board. Her final day with the library is tomorrow. Nancy has been serving the city for 17 years and has been with the library since November 2010. Nancy and I actually started with the library the same month. She has been a wonderful Administrative Assistant and will be greatly missed. Our Office Specialist, Michael Sanchez, is here at tonight's meeting and will be taking over some of Nancy's duties with the Library Board. The fourth item is an update on Ann Palicki. I spoke with Ann Palicki the week before last, and she has decided to retire from the Board. Ann was appointed by Council Member Bowman in 2014. She served on the board in various capacities. We will be honoring Ann at a future board meeting, but I wanted to make sure you were aware."

Carmona asked the board for questions. Bumstead stated "she is sad to see everyone go." Chisholm stated one word "sad." Ocegueda stated she "wants to thank everyone for their hard work, and this is just another chapter in your life." Carmona stated "Nancy Morales, it was a pleasure and you will be missed and thank you for all your help all the time and sorry to see Ann leave our Board."

STAFF REPORT

Library Master Plan (Shawn Thrasher & ABA Consultants)

Library Director Shawn Thrasher introduced ABA the consultant company who was hired to work on the Library Master Plan. They will be presenting a draft soon. Shawn introduced Kate Rivard

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and Jane Light from ABA who shared a PowerPoint presentation. The master plan will set the pace on the future infrastructure and modeling for the library as the city's population increases. Copies of the presentation are available upon request.

City Council Representative Debra Dorst-Porada asked "How can you justify the population growth in west side of Ontario?" I think it would be somewhat stagnant because there really is not a place to build more housing. How do you justify the increase of 25,000 more in population when the west side of Ontario cannot really grow that size of population?"

Kate responded, "When putting together the recommendations we looked at a couple factors. One is the overall growth of the city. Two, where current facilities are. Three, where areas are currently under served as far as facility locations."

City Council Representative Debra Dorst- Porada responded, "I can see now where the west side of Ontario falls in the underserved category. Putting a library in the Great Park is a fabulous idea. With a city population of over 180,000 people, this plan was based off less than 1% of people contributing to the survey the city in the next five years will be short each year due to COVID and the lack of retail sales will be short about thirty million dollars."

Community Life & Culture Agency Executive Director, Helen McAlary commented on how the city is in a difficult financial situation. "We started doing this master plan before COVID hit and when the future was looking a little different. Going through this process during COVID, our departments need be even more focused on where we are trying to go in the future. If that means we can't do it as fast as we wanted to but having that direction on where we want to go can be really valuable."

Board Member Chisolm made a statement on the projection of the later phases but does not agree on it being considered mid-Ontario. She stated that "I like the earlier phases where the satellites are implemented in the underserved locations. They are important and a less costly way to move in the earlier phases while waiting for a new branch library. I disagree in converting the Lewis library to a teen library. I recommend that instead of focusing on teens the focus be on the amount of young families that need services especially in early literacy. I like how they planned everything out. I enjoyed hearing about the satellite and mobile libraries. How did they break down the stats between English and Spanish? Was it broken down to adults and teens?" Kate's response was that "we can pull those stats and follow up." Board Member Chisolm then stated that she is "concerned about the fact that less than 1% of the population participated in the survey."

Board Member Ocegueda thanked the presenters.

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Board member Bumstead stated that she “likes the idea of the life skills program. those life skills are not just necessarily for teens but could be implemented for adults too. Mobile libraries are something the city really needs because the city is so big. The more satellite branches we have the better. I really liked the presentation, thank you to the presenters.”

Board member Carmona asked, “With everything going on, will the library be able to make amendments during the process?” City Council Representative Debra Dorst- Porada answered “yes.” Library Director Shawn Thrasher stated that “each step through this, the library will make amendments and go back and ask the community.”

Board member Chisolm asked, “How will the satellites be implemented?”

Jane responded that “most satellite libraries are in community centers with their own access. The new standalone unit have lockers where you can pick up and drop off materials.”

Board Member Chisolm asked, “Is it better to have a satellite library that is outdoors rather than going inside to a room during COVID?”

Jane answers with “yes satellite libraries are cost effective because they are not staffed unless programs are being run.”

Board Member Bumstead really liked the idea on the vending machine libraries. Jane stated that “Most mobile and satellite libraries are filling the need for internet access with offering hotspot services.” City Council Representative Debra Dorst- Porada stated “we are lucky that our school districts offered Chrome books and hotspots to all OMSD students.” Helen stated, “We will be looking for a motion from the Board to recommend that we move this facility report to the City Council for adoption.”

Motion: Moved by Bumstead, seconded by Ocegueda third by Carmona. Board member Chisolm abstained.

Motion carried to approve the adoption of the facility report to City Council.

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OLD BUSINESS

No old business to discuss.

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NEW BUSINESS

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BOARD COMMENTS

Board Members Bumstead and Ocegueda thanked everyone for their hard work. Board member Carmona thanked Nancy Morales for all her help and congratulated the retirees. She would like to discuss how we can celebrate those who have retired in a future meeting.

FUTURE AGENDA ITEMS

No future agenda items to discuss.

ADJOURNMENT

President Carmona adjourned the meeting at 7:21 pm.

Respectively Submitted



Michael Sanchez, Office Specialist

APPROVED:



RACHEL CARMONA, PRESIDENT

Rachel Carmona