

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
September 12, 2023
(Subject to Board approval)

CALL TO ORDER	This meeting was called to order by Board President Crisol Mena at 6:01 p.m.
PLEDGE OF ALLEGIANCE	Led by Board member Elisabeth Armijo.
MEMBERS PRESENT	Board member Devlin Smith, Board Vice President Aaron Bratton and Board Secretary Felicia Chien.
MEMBERS ABSENT	None
ALSO, PRESENT	Library Director Shawn Thrasher, Library Services Manage Daisy Flores, Library Services Manager Kelly Zackmann, Helen McAlary CLC Executive Director.
INTRODUCTIONS	None
PUBLIC COMMENTS	None

MINUTES: Library Director Shawn Thrasher informed Board that minutes from last meeting would be approved at the next regularly scheduled meeting as this was a Workshop meeting.

CITY COUNCIL REPRESENTATIVE:

City Council Representative Debra Porada addressed the Board, sharing that the City currently draws 60% of its water from its own local water table, while the remaining 40% is sourced externally, incurring costs that are steadily rising. Typically, the City has absorbed these costs increased without passing them on to residents, but there is now consideration to potentially include them in the water bills. Additionally, she emphasized the importance of spreading the word that flushable wipes pose a significant threat to our water system and should not be flushed as they have been responsible for causing millions of dollars in damages.

CONSENT CALENDAR None

DIRECTOR'S REPORT

Library Director Thrasher informed Board that this meeting would take on a workshop format. He requested the Board's participation in various exercises aimed at aiding staff in defining the Library's Mission, Vision, and Values.

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WORKSHOP: DISCUSSION ON LIBRARY MISSION, VISION & VALUES

Mission Statement Brainstorming -facilitated by Library Services Manager Daisy Flores. Manager Flores passed out one page with information to Board to help with first exercise in Mission discussion:

Mission Statement defined – A concise explanation of an organization’s reason for existence.

The group proceeded to brainstorm ideas and answer the following questions individually and then shared as a group.

- *What do you believe our library’s main purpose is?*
- *What are five library services/programs that you think are essential to the community?*
- *What are some of our library’s unique qualities and strengths?*
- *What sets us apart from other public libraries in our region?*
- *How does the library make a positive impact on individuals and the community as a whole?*
- *What role do innovation and adaptability play in achieving our purpose?*
- *How do we commit to remain forward-looking with changing technology and community needs?*

A lively discussion followed, with each attendee sharing their ideas aloud. Manager Flores recorded a selection of the numerous suggestions provided. She also informed the group that the Library staff would be responsible for crafting the final mission statement. She did noted that many of the ideas shared closely aligned with what staff had already developed.

Vision Brainstorming -led by Library Services Manager Kelly Zackmann. She began by explaining the essence of a Vision statement: an aspirational, charting long-term goals, highlighting the community’s envisioned impacts, and depicting the library’s desired state a decade hence. This statement should be ambitious yet attainable, encompassing a broad but strategic outlook that answers the question, “Where are we headed, where do we aim to be?” She urged participants to envision headlines from newspapers a decade in the future and consider three headlines they’d like to see, spotlighting the Library’s achievements and accomplishments featured on these headlines.

The team embarked on a journey to envision their aspirations for the future, with each Board member sharing their envisioned future headlines.

The group engaged in a lively discussion, after which Manager Zackmann asked if the themes that came out from the headlines could be summarized into concise themes. The group came up with: partnerships, accessibility, versatility, expansion.

Manager Zackmann asked how headlines reflected the library’s role? The group answered as: increasing awareness, a leader in building a stronger community.

Ms. Zackmann concluded by informing the Board that staff would complete the process of finalizing the Vision statement and they would see the result when it was done.

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Values Brainstorming –During the Values brainstorming session Library Director Shawn Thrasher led the discussion by posing questions related to the library and librarians’ values. He instructed the group to write down one or two words in response to these questions and then display them on the walls. The following is a comprehensive list of terms generated by the group:

- Integrity
- Transparency
- Communication
- Creativity
- Fun
- Trustworthy
- Accepting
- Education
- Civic pride
- Health
- Mental health
- Hospitality
- Connection
- Empathy
- Kindness
- Listening
- Responsibility
- Do What We Say

Public Comment:
None

OLD BUSINESS
None

NEW BUSINESS
None

Board member Comments:

Board member Smith commented about staffing a library table at Celebration Park with Friends of Ontario City Library and how she appreciated how people in Ontario Ranch really liked their library and were very excited about their getting their own library. She also reminded everyone about the book bag sale on Saturday the 23rd at 10:30 am, a bag of books for \$3.

Board member Armijo thanked everyone for the meeting and workshop.

Board President Mena asked if during City events if Library could set up tables to have the community sign up for library cards. Library Director Thrasher informed all that Library had just started that practice.

Secretary Chien expressed that today’s workshop was truly enlightening and appreciated the alignment of the Board’s ideas with those already generated by the staff. She eagerly anticipates the final form of the Mission, Vision, and Values.

Vice President Bratton Board commented that the exercise during the workshop was very exciting.

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FUTURE AGENDA ITEMS

Electronic Use Policy
Model Colony History Room update
Lewis Family Branch overview
Material Review Policy
Educator Card

ADJOURNMENT

Board President Mena adjourned the meeting at 7:46 p.m.

Submitted



Nelva Costello, Senior Administrative Assistant

APPROVED:


