

ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA
OVITT FAMILY COMMUNITY LIBRARY

215 East C Street
Ontario, CA
Regular Meeting
August 11, 2020
Zoom Meeting
6 p.m.

SPECIAL AND URGENT NOTICE ELIMINATING IN-PERSON PUBLIC PARTICIPATION AT CITY OF LIBRARY BOARD MEETING.

In accordance the Governor's Declarations of Emergency for the State of California (Executive Orders N-25-20 and N-29-20) and the Governor's Stay at Home Order (Executive Order N-33-20), the City of Ontario Library Board Meeting is being conducted via teleconference to limit in-person attendance. Members of the public may utilize alternative measures established by the City of Ontario to view the Library Board Meeting and/or to address the Board Member Trustees.

To view the meeting, please go to www.OntarioCA.gov/Agendas/Library and follow link on the webpage to view the meeting.

Members of the public who wish to provide comment on an item may do so by visiting www.OntarioCA.gov/Agendas/Library and follow the link to fill out the Public Comment Form. All comments received by the deadline will be printed for Trustee consideration before action is taken on that matter. Please identify the agenda item that you wish to address in your comments. All written comments will be included in the record.

All items submitted for the Library Board agenda must be in writing. The Library Administration Office receives all such items. Prior to the vote of the Library Board, on any item of the agenda any member of the audience will be given the opportunity to address the Library Board on the item under consideration.

IF YOU WISH TO ADDRESS THE LIBRARY BOARD CONCERNING ANY ITEM ON THE AGENDA, OR FOR ANY OTHER REASON, PLEASE FILL OUT A BLUE CARD AVAILABLE FROM THE LIBRARY'S ADMINISTRATIVE ASSISTANT, RETURN THE CARD TO THE ADMINISTRATIVE ASSISTANT BEFORE THE MEETING OPENS SO THAT THE LIBRARY BOARD PRESIDENT MAY INTRODUCE SPEAKERS, AND THE RECORDS ACCURATELY REFLECT THOSE WHO SPOKE.

1. CALL TO ORDER: ___p.m.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Bumstead _____ Carmona _____ Chisholm _____ Palicki _____ Ocegueda _____

4. INTRODUCTIONS:

5. MINUTES: Approve minutes for July 14, 2020 ___/___ (pages 1-5) with corrections

6. PUBLIC COMMENTS:

The Public Comment portion of the Library Board meeting is limited to 15 minutes total, with each speaker allowed a maximum of 3 minutes. Additional speakers are allowed 3 minutes each at the end of the meeting. Prior to consideration of each old or new business agenda item, a speaker will be allowed a maximum of 3 minutes to comment on that specific item. Under provisions of the Brown Act, the Library Board is prohibited from taking action on oral requests.

AS PREVIOUSLY NOTED – ANYONE WISHING TO ADDRESS THE BOARD MUST COMPLETE AND RETURN A BLUE INFORMATION SLIP TO THE STAFF SECRETARY PRIOR TO SPEAKING.

7. CITY COUNCIL REPRESENTATIVE:

8. CONSENT CALENDAR:

Due to current situation no statistical reports available.

9. DIRECTOR'S REPORT:

10. STAFF REPORT

- a. Budget and ASOs (Shawn Thrasher)
- b. Lewis Library Update (Heather Witherow)
- c. Adult Services Year in Review (Jon Andersen)

11. OLD BUSINESS:

12. NEW BUSINESS:

13. BOARD COMMENTS:

“As a reminder, please make sure board comments pertain to the library and library business.”

14. FUTURE AGENDA ITEMS:

15. ADJOURNMENT: ___p.m.

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
Zoom Meeting
July 14, 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** Board member Ocegueda lead the meeting with the Pledge of Allegiance.
- ROLL CALL** Board members Nancy Bumstead, Rachel Carmona, Irene Chisholm, Ann Palicki, and Daisy Ocegueda all present.
- ALSO PRESENT** Shawn Thrasher, Library Director and Al Boling, Assistant City Manager.

INTRODUCTIONS

Library Director Shawn Thrasher provided a brief introduction of the new Adult Services Supervisor Jon Andersen. Jon provided the board with a summary of his nineteen-year career in the library field. He has a bachelor’s degree in Psychology and has earned his Master’s in Library and Information Science while working in Riverside. Jon talked about some of his notable achievements and how he advocates for libraries.

Youth Services Supervising Librarian Daisy Flores introduced Briana Ochoa, the new Senior Librarian. Briana provided a brief summary of her library background and her passion to be involved with teen services. She is glad to return after three years to the City that ignited her passion for youth services. She is happy to return to the community in which her family grew up.

MINUTES

Motion: Moved by Chisholm, seconded by Ocegueda and unanimously carried to approve the amended May 12, 2020 minutes.

PUBLIC COMMENTS

There were no public comments.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada feels COVID has made good government difficult. She talked about putting Master Plans on hold until some type of in-person interaction can happen. Shawn provided his input on the Library’s Master Plan status. City Council Representative Debra Dorst-Porada commented that she is frustrated that businesses are closing. It is difficult not knowing what will happen.

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Some businesses are using alternative ways to continue to do business. She talked about using the Library to focus on Learning. She feels the Library can help by providing learning packets that reflect the levels students should be at. Assistant City Manager Al Boling commented that the City is collaborating with the Ontario School District and likes the idea of having expectations for each grade level. He would like to see staff and schools working together to summarize what the learning expectations are for each grade level based on the State requirements. The City Council Representative commented on the budget being passed, the loss of revenue due to COVID, and the offer of early exit incentives made to employees rather than layoffs. She talked about the construction still going on in southern Ontario as well as downtown. She mentioned the misunderstanding people have that the City has control over the School Districts. She would like to get the word out to the community that the School Districts are not controlled by the City but are two separate agencies with their own funding. She is concerned with schools re-opening with the case numbers being so high but would like to get back to some normalcy. She talked about the County lacking testing material and not being preparedness ready. She is concerned with the County wanting to do a new charter, and the State Legislature returning to pass over 700 bills by rushing them through, which could affect individuals at different levels.

CONSENT CALENDAR

Monthly Statistical Report for March 2020

Monthly Statistical Report for April 2020

Library Services Report for March 2020

Motion: Moved by Bumstead, seconded by Ocegueda and unanimously carried to approve the Consent Calendar for July 14, 2020.

DIRECTOR'S REPORT

Library Director Shawn Thrasher provided the status on Ovitt Family Library being open and Lewis Branch being almost ready to open once construction is completed. He talked about staff from the library, museum and recreation working hundreds of hours on emergency operations. He provided some of the task being done like running EOC meetings, listening to state and county press conferences, taking notes and reporting back to EOC to prepare the weekly action plan. Staff not only helped answer hotline phones at city hall but continued to remain in the library the entire time answering phones, processing payments, completing computer related tasks, picking up mail, and shelving all the library materials being returned. Staff worked on safe procedures for check outs. Once the procedures were in place more staff returned to the building to help. The library worked with recreation to offer check outs at Westwind Community Center to make up for Lewis Branch being closed. The library recently added the print on demand to the checkout process to allow customers to print items from their own personal devices. Deliveries were resumed which allowed staff that were telecommuting to return to the building to process the materials.

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Shawn provided a brief summary on the ways staff had to modify procedures allowing the library to provide services. This included virtual programming, chat features, appointment scheduler for the library re-opening, graphics to inform the community of library services by way of the web or social media; and rewriting the early childhood grant from in-person contact to online. Strategies had to be developed for services that depended on in-person contact. There were constant meetings, talks, writing and rewritings of procedures for re-opening that included, COVID code of conduct, check outs, phone charging, printing, using computers, cleaning and sanitizing, quarantining, use of restrooms, and scripts for customers who did not follow the code of conduct. The Library never stopped serving the public and continues to do the job they love. Shawn ended his director's report with the separation incentive and golden handshake offered to offset the budget shortfall, and he explained the big impact this will be on the Library. Board member Chisholm asked if the COVID instructions are available for residences to see? Shawn will provide the instructions to Board members.

STAFF REPORT

Re-opening Update

Library Director Shawn Thrasher provided a presentation on the re-opening plan for the Library. He explained the summary of the four-phase process. He talked about what staff have been doing in order to come into work, like temperature taking, physical distancing, mandatory face covering, no group meetings, and cleaning supplies for use when working at a desk. He talked about appointments to limit the number of customers in the library. There will be staff at the door to greet the customers. They will be given the COVID code of conduct and information on using the library for the time allotted. The computer stations will be open for use for one hour. The library will start out with reduced hours and no Sundays for now. Staff will help with cleaning and spraying of library areas during the one-hour closure in the middle of the day. The library has added sneeze guards at circulation and reference desks. Returning items will be quarantined and staff will be required to wear disposable gloves when handling cash. There are decals on the floor to help with physically distancing. Shawn provided information on how Lightspeed, Model Colony and Workforce Development will be opened by appointment only in the next few weeks. Shawn talked about the print on demand service during the copy center closure. He talked about how they will be approaching children's programming, virtual programming and when volunteers will be able to return. He concluded his presentation with the plan to open Lewis Library in August. He will give a more complete update at the August meeting as more information is available.

Board member Chisholm asked about ways to notify residents about all the on-line programming being offered by the Library. She mentioned Shawn has been providing information through emails but feels we need to get the word out, maybe using Charlie as a spokesperson. She asked if Shawn was able to meet with Colony High School about rearranging the children's area at Lewis. Shawn was not able to get to the school in time to ask for the modification but will try to work on it in the future.

Council member Dorst-Porada announced Al Boling is a recipient of the early exit. She wanted to thank and appreciate all he has done.

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Summer at Ontario City Library

Supervising Librarian Daisy Flores from Youth Services provided a presentation on Summer at Ontario City Library. The summer programming continues as it has for the last 5 years. The 2020 summer at the library will continue to accomplish its goals by encouraging reading for all ages, strengthening the library's role as a community hub and opening the door for positive experiences on-line and in person. Participants can drop in, sign-up, read, listen, share, tell us about what they are reading and get their prizes. Daisy explained the registration site, the weekly goals and how to earn points. The weekly prizes can be picked up at Ovitt and Westwind. Staff continues to work on on-line programming during the summer with various performers participating in on-line programming. Daisy explained how Lunch at the Library would not be offered this summer. Ontario Montclair School District has decided to continue providing summer meals at the various school locations, but the Library would be available as a back-up site if needed. The Library has been able to support OMSD when they were awarded a \$2,500 grant, which allowed books to be purchased and handed out at the meal locations. Although Summer at Ontario looks different the heart and the effort remain the same. Daisy encouraged everyone to register. Daisy wanted to add that the library intends to help support the learning issues when students return to school in the fall. The library will have Brain Fuse as an on-line tutoring resource that will go live in August for children, teens and college students. Daisy and her staff are working on updating the grade level booklist and want to continue to find ways to support continuous learning.

Board member Chisholm asked why Mountain View was not included in handing out books.

Daisy explained due to OMSD being the provider of lunches to the library, and the grant was a Lunch at the Library grant the funding had to be used toward the provider of the library lunches.

Board member Chisholm recommended that Mountain View be included in grants if possible.

COVID Chronicles

Library Clerk Patricia (Patty) Edwards from Model Colony History room gave a presentation on the COVID chronicles. Patty talked about the purpose, who was involved and what was being collected for the COVID-19 Chronicles. She explained the information on the new webpage where the public can submit content and the type of content that can be submitted. She talked about the materials that have been collected, where they would be added, and the documents that have been added that relate to the pandemic. Some of the items included in the database are CDC flyers, Executive Orders from the Governor, information from the county, photographs and poetry. She provided a brief overview of the poetry and photographs currently in the database, which were provided by staff, the museum interns and Patty. She shared some of the photos to give a sense of what is being collected. They want to capture the images that reflect the economic, social and emotional impact the virus is having on the community. Patty provided photos to show how COVID-19 has changed our businesses, how we celebrate holidays and milestones. The photographs will serve as a reminder of the extraordinary measures that have been taken to protect people, illustrate the resilience of the community, and to help Ontario meet the challenges we face.

Council member Dorst-Porada asked if the website had its own link? She would like it fixed so it does not get buried in the website

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Board member Carmona and Chisholm asked if Shawn if he could provide a link, screen shot or photo so they can share it.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

No new business to discuss

BOARD COMMENTS

Board member Bumstead had one comment: Al Boling you cannot go anywhere. "Have a great week and stay safe everybody."

Board member Chisholm commented that she liked the website. The Community Life & Culture pages also provide lots of information. She would like to see that shared on social media. She would like to get a shorter version of the calendar that can be posted with on-line events and she asked everyone not to forget the free little libraries. She thanked the library for the fantastic job they are doing.

Board member Ocegueda wanted to welcome the new staff members, Jon and Briana, to the team and thank the Library staff for their hard work.

Board member Carmona thanked the staff for doing an exceptional job, and for their dedication to help and aid our community when it is desperately needed at both locations.

FUTURE AGENDA ITEMS

Board member Chisholm mentioned advertising, marketing and creating links.

ADJOURNMENT

President Carmona adjourned the meeting at 7:43 pm.

Respectively Submitted

Nancy Morales, Administrative Assistant

APPROVED:

RACHEL CARMONA, PRESIDENT