

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
OVITT FAMILY COMMUNITY LIBRARY  
215 East C Street  
June 14, 2021  
(Subject to Board approval)

**CALL TO ORDER** This meeting was called to order by Board Member Crisol Mena at 6:01 p.m.

**PLEDGE OF ALLEGIANCE** Led by Elizabeth Ricci, Board member

**MEMBERS PRESENT** Board members Ricci, Mena, and Anne Lawliss were present.

**MEMBERS ABSENT** Library Board President Nancy Bumstead and Library Board Member Gina Lanthripe were absent.

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

**INTRODUCTIONS**  
No Introductions

**MINUTES**

Motion: Moved by Ricci, seconded by Lawliss and unanimously carried to approve the May 10, 2022 minutes.

**PUBLIC COMMENTS**

There were no public comments.

**CITY COUNCIL REPRESENTATIVE**

City Council Representative Debra Dorst-Porada was present.

**CONSENT CALENDAR**

Monthly Statistical Report for May 2022.

Motion: Moved by Lawliss, seconded by Ricci and unanimously carried to approve the Consent Calendar for May 2022.

**DIRECTOR'S REPORT**

Library Director Shawn Thrasher spoke about the following items:

1. Fourth of July Parade: The Library will have an entry and participants will meet on the morning of July 4<sup>th</sup>, time is TBD but likely around 7:30am. The status of the Gary Ovitt

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float is unknown. Participants should wear red, white, and blue and Thrasher will email details to the board.

2. KinderGo training dates: To participate in KinderGo, the training is mandatory. If a board member wants to participate but cannot make one of the dates, let Thrasher know and they will set up a separate date.
  - a. Wednesday, July 13 from 11:00 AM – 12:00 PM
  - b. Thursday, July 14 from 2:00 PM – 3:00 PM
  - c. Monday, July 25 from 2:00 PM – 3:00 PM
  - d. Tuesday, August 2 from 11:00 AM – 12:00 PM
3. Early Literacy Donations – two \$5,000 donations.
  - a. Paul Hofer Family Donation: \$5000. The library will be giving away workbooks and cloth books for children ages 0-12 months, and felt sheets for ages 18-24 months. Felt sheets are little shapes that can be sorted into colors, shapes, and so on.
  - b. Ontario Fire Union also donated \$5000 for early literacy and joined Once Upon a Cuento bilingual story time on Tuesday, May 17 to give their check to the Friends of the Library. Children at the program received a free book and a pack of activity cards to help learn alphabet and numbers. One of the parents told Sofia Araya, who was hosting the program: “This is amazing. We get all of this? I just moved here and this is my first time to this library. Gosh, I want to cry! This is so amazing!”
  - c. Over 770 books have been purchased with these two donations to add to the home libraries of families in our communities. Home libraries have been shown to increase literacy skills.
4. Staffing challenges.
  - a. Like everywhere right now, the library is facing staffing challenges with PT employees. The library relies on PT employees to staff our desks and to do some programming. A shortage is difficult for the library. The library is down multiple PT employees for a variety of reasons, and recruitment has been tough for some of these positions. For example, a recent recruitment had only 17 candidates; we usually get around 100. We will be working with HR to find some strategies for recruitment. This is a problem at both branches, although the impact is greater at Ovitt.
  - b. One strategy in the process at Ovitt was combining two service points – the media desk and the computer assistance desk into one central desk. The media desk is going to be turned into a workstation for patrons. This will save some staffing in the long term, as we can schedule fewer staff. It is supposed to be done in the next few weeks.

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- c. Unfortunately, the Ovitt Lightspeed makerspace will be closed some hours for at least a few weeks while we train existing staff on using the room, and eventually hire and onboard new staff. Lewis Lightspeed will remain open by appointment.
- d. The library is exploring the making the Model Colony History room by appointment only or reducing its hours.
- e. None of this is permanent, but in the short term, the library must figure out scheduling strategies to help during these shortages.

Ricci asked if the library advertises to all ages, students to senior citizens. Thrasher responded that it depends on the job. For library assistants, the position usually requires library experience. The page position is entry level and pays low, making it less competitive. Mena asked if we have a posting with Workforce Development and Tamika Tonga, the county representative. Thrasher responded yes and that Tonga has assisted getting temp employees and regular employees. Mena asked if we can post to Chaffey High School to students who need job permits. Thrasher said he would explore this.

#### STAFF REPORT

##### Better Prepared Together (Sagar Patel)

Sagar Patel, City Emergency Manager, narrated a PowerPoint presentation about emergency preparedness.

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

Council Member Porada commented on the importance of the different types of ready-to-go cans and the 2-3 year expiration date on most cans. She also spoke about the importance of insurance and how it covers the dwelling and not the contents of the home. Full coverage would be needed. Ricci commented about her house burning down and how you should video tape the contents of your home ahead of time to ensure items are replaced at the same value. If you have a vault, add receipts there. Lawliss comment that jewelry insurance is usually an add-on. Ricci comment that older homes likely have asbestos, and you should check if your home insurance covers its removal. Porada stressed it was important for employees to have 2 weeks of preparedness so they can go back to work without worrying about home. Mena asked that the CERT classes be moved to another day besides Tuesday (or schedule additional courses on a different day). Mena asked about where the hub would be in a disaster. Patel replied it would depend on the disaster. Mena suggested the library as a great resources center and that there could be flyers displayed in the library. All board members and Porada expressed their thanks to Patel for presenting.

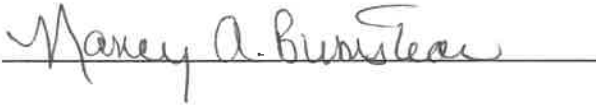
##### Reader's Advisory and Collection Highlights (Abby Martinez and Jana Waitman)

Abby Martinez, Library Assistant, and Jana Waitman, Senior Librarian, narrated a PowerPoint presentation about reader's advisory, book talking, and collection highlights.

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

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APPROVED:

A handwritten signature in cursive script, reading "Nancy A. Birstein", is written over a horizontal line.

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Ricci asked if the library does any cooking classes in the library. Waitman replied we have had some small cooking classes in the past, but the library is limited by our presentation space. Ricci suggested a canning class with a master canner. Cooking your own food helps save money and we can educate young people. Lawliss commented she is impressed by our Manga collection and the sociology collection. Mena commented she was proud of the library's collection and thanked the presenters.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

There was no new business to report.

BOARD COMMENTS

Mena asked analysis training. Thrasher replied that we will take suggestions on presenters and look forward to making connections with the library.

Ricci commented that she would love to see a cooking class and participate as a teacher in one.

Lawliss commented that she attended Serving with a Purpose and that it was great and a wonderful event. The conference sold out.

Porada commented we are looking for Tai Chi teachers. Porada also commented that the museum has a new exhibit "Creating a New Legacy," part of the Then & Now: Women Artists of the Pomona Valley, a collaborative exhibition developed with eh Chaffey Community Museum of Art.

FUTURE AGENDA ITEMS

There were no future agenda items listed.

ADJOURNMENT

Ricci adjourned the meeting at 7:31 p.m.

Respectively Submitted



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Jana Waitman, Senior Librarian