

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
February 14, 2023
(Subject to Board approval)

- CALL TO ORDER This meeting was called to order by Board member Crisol Mena at 6:00 p.m.
- PLEDGE OF ALLEGIANCE Led by Gina Lanthripe, Board member
- MEMBERS PRESENT Board member Ann Lawless was present.
- MEMBERS ABSENT Elizabeth Ricci
- ALSO, PRESENT Library Director, Shawn Thrasher, Library Services Manager, Daisy Flores, Library Services Manager, Kelly Zackmann, Supervising Librarian, Heather Witherow and City Attorney Henry G. Castillo.
- INTRODUCTIONS Library Director Shawn Thrasher introduced new Librarian, Yessenia Rivas. Ms. Rivas introduced herself and spoke about her education and previous work experience.

PUBLIC COMMENTS

No Public comments were made

MINUTES

Motion: Moved by Board member Ann Lawliss, seconded by Board member Gina Lanthripe and unanimously carried to approve the January 10, 2023 minutes.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Porada.

CONSENT CALENDAR

Motion: Moved by Board member Lanthripe, seconded by Board member Lawliss and unanimously carried to approve the Consent Calendar for January 2023.

DIRECTOR'S REPORT

Library Director Shawn Thrasher spoke about the following items:

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A pilot program that will start at Ovitt Family Community Library called “*Laptops Anytime*”, will allow patrons to check out laptops. This will enable the Library to clear the public floor of PC’s and use that space for other activities and facilitate patrons to take the laptops to any area in the Library and use it to study in more quiet areas if they choose. There will still be a few PC’s left on the public floor for new technology users and/or users that prefer them. If successful, this program may also become available at Lewis Family Library and the entire program will start in the next few months.

In addition, Director Thrasher shared that Librarian Sofia Araya is leaving the City of Ontario for a promotion to the Altadena Library and will be missed.

Board member Mena asked Director Thrasher if PC’s were replaced by MAC laptops? Director Thrasher replied that they will be PC’s.

Board member Lanthripe asked if the children’s area was also having laptops replacing PC’s and Director Thrasher responded that the children’s area will remain as is for the time being.

STAFF REPORT

Status of the Friend of Ontario City Library

Shawn Thrasher, Library Director presented:

Background:

Friends of Ontario City Library (FOCL) is a 501(c)(3) nonprofit organization that acts as the fundraising arm of Ontario City Library, primarily through the sale of used books. The organization, informally formed in 1968, filed articles of incorporation in 1973. The group was active during the 1970s but went dark for a period in the 1980s and 1990s before becoming active again after the remodeling and reopening of Ontario City Library’s main branch.

According to the FOCL bylaws, revised in 2010, the purpose of the organization is:

- To foster a closer relationship between the Ontario City Library and the citizens of Ontario and its environs; and to increase support, both public and private.
- To serve as an advocacy organization for the Ontario City Library in the community and with elected officials.
- To increase awareness of the Ontario City Library; to sponsor cultural and related programs for the community; and to sponsor volunteer service for the Ontario City Library.
- To acquire donations and to raise funds to supplement the library’s budget for special materials, programs, equipment, or services not funded through the regular library budgets.
- To support the democratic ideals of the freedom to read and free access to materials and information as outlined in the American Library Association’s Library Bill of Rights.

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The Friends historically have raised money for the library through the sale of used books. Each branch has a used book sale area. The area is administered by the FOCL board and staffed by library volunteers. The Friends also raise money through membership dues, which can be paid annually or through a one-time “lifetime” membership dues payment.

As a 501(c)(3) nonprofit organization, the Friends must have a board of directors and hold regular board meetings. Unfortunately, due to the Covid-19 pandemic, the Friends board dwindled to one person. Because of this, in July 2022, the library hired a temporary part-time employee with expertise in building and growing Friends of the Library organizations, to rebuild the library’s Friends board. During the past six months, the expert has searched for and onboarded new board members, held three board meetings and one board retreat, revitalized the Friends of Ontario City Library’s webpage, social media, and marketing, revived the Friends book sale volunteer program, planned two Friends-sponsored author events, and led discussions with the new board on future fundraising opportunities.

At the December 2022 meeting, Milissa Checchi was elected President; Robin Legaspi was elected Vice President; Stacy Hu was elected Treasurer; and Devlin Smith was elected Secretary. Other board members include Randi Campbell, Marci Garcia, Roxanna Gutierrez, David Patterson, Larry Miceli, Ethan Ross, Tomas Schutter and Beverly Smith. Three committees were also formed: Membership(Gutierrez), Bookstore (Miceli), and Hospitality (Garcia).

For several years, library staff have given presentations at the beginning of the Friends fiscal year to ask for funds to support specific programs and services. These presentations were most recently given at the December meeting, and the board met and discussed these presentations at their retreat, then allocated funds to staff in January 2023.

FOCL board members worked together to create a new mission statement: “The Friends of Ontario City Library supports the Ontario City Library’s mission to serve its patrons and our community through fundraising, advocacy, and volunteerism. Future Friends board meetings will take place the first Thursday of each month at 6:30pm at Ovitt Family Community Library.

On Wednesday, February 22, 2023 The Friends of Ontario City Library will be hosting best-selling author Sadeqa Johnson, who will discuss her book, *The House of Eve*. The event is free and is sold out. Friends members, including those who join the day of the event, can attend a private reception with the author before the event.

The Friends are currently planning a fundraising gala to be held in November 2023 to celebrate its 50th anniversary and will hold a special DVD/media sale in the library’s meeting room on April 15, 2023. A *three-bucks a bag* sale is also in the planning stages. The Friends will also be reviewing and updating their bylaws, holding a trivia night, and will be creating a Memorandum of Understanding (MOU) with the City of Ontario.

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

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Director Thrasher introduced member of the FOCL Board that attended the BoT meeting as follows: Milissa Checchi, President, Beverly Smith, Board member, Devlin Smith, Board Secretary and Marci Garcia, Hospitality Chair.

Board member Lawliss commented that she was happy to see FOCL had grown.

Board member Lanthripe wanted to know when the three-bucks a bag sale was taking place and the answer was that it was still being worked on, no date yet.

City Council Representative Debra Porada commented that she was thrilled that the FOCL was reinvigorated and thanked all involved and especially thanked Director Thrasher for his involvement. She also requested that at the next meeting Director Thrasher report on the Chess Group that meets, which spans the ages of 17 to 80-year-olds and all have a great time.

STAFF REPORT

An Overview of each of the Twenty-eight online databases Ontario City Library owns

Heather Witherow, Supervising Librarian presented:

Background:

Ontario City Library's patrons can access twenty-eight online databases using library computers or personal devices. Access can be for learning new skills, helping with a job search, and more.

All the databases can be found on the library's website: www.OntarioCA.gov/LibraryResources, click on the pull-down arrow next to eResources: The following are the sites available:

- Join a Book Club
- Brainfuse – HelpNow,
- Britannica School Edition
- Coursera
- CultureGram
- GetSetUp
- Learning Express Library with Job & Career Accelerator
- LinkedIn Learning
- Northstar Digital Literacy
- ProQuest, ProQuest Research Companion, SIRS Discoverer, and SIRS Issues Researcher
- Skillshare
- America's News
- CLIRWater California Water Documents Collection
- Local history and Newspaper Indexes
- Mitchell's ProDemand Automotive Reference
- New York Times

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

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Board member Lawliss asked if these resources could be accessed from anywhere and Supervising Librarian Witherow replied that some yes with a library card and others you may need to use inside of the library.

Board member Lanthripe asked about **Coursera**, if it was college credit and Ms. Witherow answered that depending on the course, it would be on their website.

Board member Mena asked if there was an age restriction for **Join a Book Club** and Ms. Witherow responded that this resource required an email be set up so for small children, it would require parents set up that email in the “Kids Buzz” section.

STAFF REPORT

Ontario City Library Short- and Long-Term Goals

Shawn Thrasher, Library Director presented:

Background:

Short-and long- term goals for Ontario City Library. A short-term goal would be defined as a project or service to be completed in 2023-24. A long-term goal would be any project or service after 2024.

Expand Services

Long-term Goals (2025)

- Build full-service branch in Great Park, Ontario Ranch
- Build two small branches in yet undetermined areas
- Build two satellites in yet undetermined areas
- Hire/orient/train staff and support staff

Friends

Short-term Goals

- Board development & retreat
- Hold regular meetings
- Author events
- Update bylaws
- MOU (Memorandum of Understanding)
- Hire a part-time staff member

Long-term Goals

- Sustain board membership
- Explore new fundraising opportunities
- Build volunteer foundation
- Maintain giving for library programs and services

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Literacy

Short-term Goals

- Implement elementary-aged literacy program
- Grow Adult Literacy
- Foster English as a Second Language partnership with Chaffey College

Long-term Goals

- Implement middle school-aged literacy program
- Develop teen literacy program that complements existing services for teens

Technology

Short-term Goals

- Train all staff in Lightspeed Makerspace at Ovitt
- Hire and train Makerspace specific to part time staff
- Return Makerspace hours to previous hours
- Evaluate equipment and update as needed

Long-term Goals

- Outreach and marketing campaign
- Form partnerships with Maker community
- Host a large-scale Maker event in 2023

Local History

Long-term Goals

- Continue archiving and cataloging local history material to industry standards
- Establish collaborations with the Ontario Museum of History and Art as well as other local institutions such as Ontario Heritage on programs exhibits, and other public services
- Develop long range preservation planning for archival collections to ensure the safety and accessibility of historic materials now and into the future

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

Board member Lawliss thanked Director Thrasher for the presentation and commented that she really liked the goals for the literacy programs and appreciated as it was timely because her child's school is also collaborating on this with the Library.

Board member Mena wanted to know when the new library would be built in the Great Park, Director Thrasher replied that when new housing developments were designed, the developer fees were allocated for services such as new libraries.

Board member Mena inquired about the positions that the Library was hiring for and Director Thrasher responded, that hiring for two different type of positions, both part-time and full time were going on right now. A new part-time Librarian is being recruited which has not been the norm.

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Board member Mena asked if there were locations for proposed satellite libraries and Mr. Thrasher responded that some are being reviewed but not yet firm.

Board member Lanthripe commented that the presentation was very well laid out and wanted to know what the age requirement for part-time positions. Director Thrasher responded that there were minimum requirements, and some require a high school diploma and other positions have other requirements, but it depended on the position.

OLD BUSINESS

None

Public Comment:

None

NEW BUSINESS

Election of Officers

Director Thrasher informed Board that they needed to decide who would be President, Vice President and Secretary as there were only three (3) board members they all would need to be an officer with each serving the two-year term.

Motion: Moved by Board member Lanthripe, seconded by Board member Lawliss and unanimously carried to approve the officers as President Mena, Vice President Lanthripe and Secretary Lawliss.

Board member Comments:

Vice President Lanthripe said thank you and Happy Valentine's Day.

Secretary Lawliss commented that her child's school is doing a "Read-A-thon" and she asked Director Thrasher for guidance on collaboration with Ontario City Library and he connected her with Supervising Librarian, Briana Ochoa and was very grateful for the support that she has provided.

President Mena congratulated the new Board and thanked the *Friends of the Library* group for attending the Board meeting and commented that she attended their board meeting earlier this month and was surprised at all the things they are doing and very grateful. She also wished everyone a Happy Valentine's Day.

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Board President Mena adjourned the meeting at 7:06 p.m.

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Submitted



Nelva Costello, Senior Administrative Assistant

APPROVED:

