

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES REGULAR MEETING  
MINUTES  
OVITT FAMILY COMMUNITY LIBRARY  
215 East C Street  
Library Meeting Room  
February 13, 2018  
(Subject to Board approval)

CALL TO ORDER            President Bumstead called the meeting to order at 6:00p.m.

ROLL CALL                    Board members Nancy Bumstead, Ann Palicki and Rachel Carmona present.

ABSENT                        Motion: moved by Board members to excuse Irene Chisholm and George Newberry

ALSO PRESENT                Helen McAlary, Director; Shawn Thrasher, Assistant Director; Mark Chase, Community & Public Services Director

#### INTRODUCTIONS

Library Director Helen McAlary introduced Vicki Kasad from Records Management. Vicki provided a brief reminder about the Conflict of Interest documentation due by March 31, 2018. She provided the forms, her business card and is available to answer any questions. She was able to help the three Board members who attended the meeting complete the forms and left two copies for the board members who were absent.

#### MINUTES

Motion: Moved by Palicki, seconded by Carmona and unanimously carried to approve the January 9, 2018 minutes.

#### PUBLIC COMMENTS

There were no public comments.

#### CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Dorst-Porada talked about the excitement for the Art Festival coming to Ontario. The festival will include participants from both museums, the symphony orchestra, the Library and Parks and Recreation. Artists are by invitation only. She is excited, for the City to have Ontario's own Art Festival every year.

#### CONSENT CALENDAR

Monthly Statistical Report for Nov 2017  
Monthly Statistical Report for Dec 2017  
Library Services Report for Nov 2017  
Library Services Report for Dec 2017

Motion: Moved by Palicki, seconded by Carmona and unanimously carried to approve the Consent Calendar for February 13, 2018.

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BOARD COMMENTS

Library Board member Carmona wanted to first thank the Fire Department & Paramedics, from Station 133 for their professionalism during a 911 call. She thought Coco with a Cop had a great turn out. She talked about attending two functions, one at Ontario Airport Hotel on January 13<sup>th</sup> and another event to honor Senator Leyva on February 15<sup>th</sup>. She announced that Gloria's would be honoring City of Ontario badges for a discount.

Library Board member Bumstead talked about Santa Claus Inc. going well and getting ready for distribution in December.

STAFF REPORT

Tournament of Books & Our Favorites from 2017

Assistant Director Shawn Thrasher, Senior Librarian Janis Young from Adult Services and Library Assistant Claudia Arroyo from Colony Branch provided some of their favorite books for 2017. Shawn first talked about the mission to instill a lifelong love of reading to the community. As part of that we have a contest at the Library for reading the most pages. The winner is give the coveted gold book award. Shawn then provided two of his favorite fiction books Magpie Murders by Anthony Horowitz and Six Wakes by Mur Lafferty with brief summaries on each. Janis followed with two of her favorite non-fiction books Killers of the Flower Moon by David Grann and Lost City of the Monkey God by Douglas Preston with brief summaries for each of them. Claudia talked about her favorite young adult novels The Hate You Give by Angie Thomas and Moxie by Jennifer Mathieu with a brief summary of each of them.

Montage Software

Senior Librarian Kelly Zackmann shared new ways in which the Model Colony history room is sharing their unique collections with the public. She explains how most repositories only have collections available to users requiring them to physically come into the Library. If users cannot visit the Library, help is done remotely, which can be challenging due to delivery. Since 2017 the Library has been working toward digitizing the Model Colony room materials. The California Audio Visual Preservation project helped get things started and funded. This allowed the Library to get some of the items digitized and put on the internal archives. This project morphed into California Revealed. This is a partnership between California Repositories, of which we are one, the California Preservation Program and the California State Library. Another project we are working on is Clearwater. This is a collaboration with Claremont College Library, the National Archives in Riverside, Cal-State Northridge, Cal-State San Bernardino, Upland Library and A.K. Smiley Public Library. It is a project designed to bring Southern California water related materials together in one database for a one stop shop to find resources. To have more flexibility on what can be shared online and to organize it we decided to obtain our own system. Now we can create online exhibits and collections. Montage DC from Auto Graphics is a system that offers a good amount of space for digital objects at a great price. Kelly provided some examples of what can be seen when logged into the site and how the users can maneuver through the system. Montage has the ability to create special exhibits and the Library's top priority is to get collections created and content uploaded.

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Trustee Handbook Review

Library Director Helen McAlary provided a brief summary of the Trustee Handbook. She went over some of the key points of the handbook that included the expectations, attendance and board members roles as trustees. She provide information on how elections are executed. The member may not simultaneously serve on two or more City Boards or Committees. In the event a member is unable to continue their service Vicki from Records Management would be notified. When conducting elections no member can hold the same office in consecutive years. She talked about the Brown Act, Robert's Rules of Order and compensation. One of the newly added provisions is for public comments. A translator will be available if needed for translation. She talked about some of the expectations from staff. She concluded the briefing with the annual budget process and how to request specific budget items through the Council Representative. She also introduced City Manager Scott Ochoa to the attending Board members.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

On nominations duly made and approved, the following were elected to the positions below:

President – Ann Palicki

Vice President – Rachel Carmona

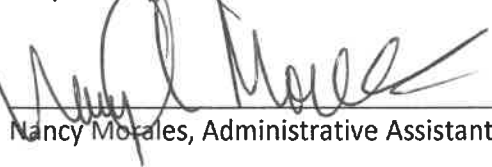
Secretary – Nancy Bumstead

FUTURE AGENDA ITEMS

ADJOURNMENT

President Bumstead adjourned the meeting at 6:43pm.

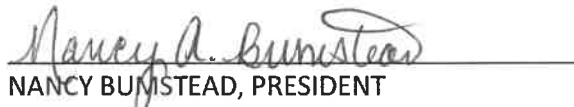
Respectively Submitted



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Nancy Morales, Administrative Assistant

APPROVED:



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NANCY BUMSTEAD, PRESIDENT