

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
LEWIS FAMILY BRANCH
3850 East Riverside Dr.
Lewis Family Branch Meeting Room
August 13, 2019
(Subject to Board approval)

CALL TO ORDER President Bumstead called the meeting to order at 6:00pm

ROLL CALL Board members Nancy Bumstead, Ann Palicki, Irene Chisholm,
George Newberry and Rachel Carmona all present.

ALSO PRESENT Shawn Thrasher, Director; Courtney Saldana, Assistant Director
Helen McAlary, Executive Director Community Life & Culture

INTRODUCTIONS
There were no introductions

MINUTES
Motion: Moved by Palicki, seconded by Carmona and unanimously carried to approve the
July 9, 2019 minutes.

PUBLIC COMMENTS
President Bumstead read the public comment directive out loud and then introduced Aaron
Bratton. Mr. Bratton just wanted to formally introduce himself. He does outreach for Mercy
House. Mercy House has a partnership with the City of Ontario to assist with low income
housing and homelessness.

CITY COUNCIL REPRESENTATIVE
The City Council Representative Debra Dorst-Porada first thanked everyone for attending the
meeting. She asked if anyone had any concerns or questions. Board member Carmona asked whether
the dates for the renovation of the Anthony Munoz Community Center had changed. Council member
Dorst-Porada stated she believes it has been pushed back due to funding.

ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
August 13, 2019
PAGE 2 OF 5

CONSENT CALENDAR

Monthly Statistical Report for June 2019

Library Services Report for June 2019

Motion: Moved by Carmona, seconded by Palicki and unanimously carried to approve the Consent Calendar for February 12, 2019.

DIRECTOR'S REPORT

Director Shawn Thrasher explained why his hair is purple. He said staff was challenged to get a certain number of signups for the Summer Reading program. He was surprised that staff was able to surpass last year's numbers with an increase of 23%. Shawn provided a brief summary of the upcoming Ontario Reads programs that features the book "Eleanor Oliphant is Completely Fine" by Gail Honeyman. He talked about the programs and events that support the theme of the book self-care and emotional well-being. Shawn notified the Board members of some staffing changes. Donella Dorn found other employment and Paul Johnson retired after 32 years at the library. Shawn talked about the upcoming KinderGo training and dates. Training will begin August 19th with 4 additional dates. Shawn ask the Board members if they are interested in being trained to notify him and he would sign them up. Shawn invited the Board members to the formal grand opening of Lightspeed at Lewis Branch on Thursday, September 5th at 5:30 pm. Shawn concluded his report by telling the board members the Mayor would be attending the September Board meeting to talk about the results of the Citizen Satisfaction Survey.

STAFF REPORT

Lewis Family Branch Library Snapshot of the Previous Year

Supervising Librarian Heather Witherow provided a snapshot of Lewis Family Branch for the last year. Heather provided a brief overview of Lightspeed's soft opening which allowed the Branch to work with customers, give tours to the Colony High students of the equipment and to prepare for the grand opening on Thursday September 5th at 5:30pm. Heather informed the Board members about the school re-painting the facility, and the new book drop's easier accessibility. She talked about the new staff members recently added to the Lewis Family Branch location, the addition of an "A" frame to increase circulation, added furniture, graphic novels for adults more readily available to check out and lower circulation material at the lobby for customers to browse through on their way out. Heather talked about the addition of a taller bookshelf for the Friends of the Library donations. She mentioned the \$3.00 a bag Friend's sale going on through the month of August. She talked about the partnership with Project Access.

ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
August 13, 2019
PAGE 3 OF 5

Project Access is a resource center located at the Terracina Apartments. Their goal is to help low income families improve their health, wellness, access to education, financial stability, and strengthen community bonds. Rachelle Lopez connected with Terracina and invited the children to the library to participate in the Summer Reading event and to continue with the partnership. Lewis also partnered with Westwind's TAC (Teen Advisory Committee) team for a teen virtual reality experience. Heather talked about the Celebration Park event where she was able to talk to the community about the Lewis Family Library and the programs and event that are offered. She ended her presentation with programs and event that will be continued. Lewis will continue doing the 1000 Books before Kindergarten, Teen Book Fest, Colony High Collaboration with Teachers and a newly added program, a Kite Festival at Celebration Park.

Little Minds Big Futures Grant

Assistant Library Director Courtney Saldana provided a presentation on Little Learners Big Futures in the absence of Supervising Librarian Daisy Flores. The Little Learners Big Futures is a grant funded project focused on early learning. The project will benefit children from ages 0-5, their parents and caregivers. Courtney talked about the funds and how they were provided. The grant is for the 2019-2020 fiscal year. They chose to focus on early learning for several reasons that benefit the city and community. Courtney explained why it is crucial to start important life skills in the early years to increase children's success in school. It is also important to make sure parents understand that they are the child's first teacher. Courtney provided a short video that demonstrated why early learning is important. She provided a summary of the two main components of the Little Learners Big Futures project.

First there will be semi-permanent libraries set up at high traffic locations in the neighborhood. The locations will be equipped with bookshelves, rugs, comfortable seating and books. She stated that other libraries have implemented these models and have had a minimal lost rate on books. The other component is pop-up library programs that will be happening off-site. These pop-up programs will be happening throughout the entire city. She talked about the committee comprised of Library Staff from both Lewis and Ovitt working together to implement the project and making sure it is a success. The grant also allowed for two library interns to help with the project. Courtney provided some potential target dates and locations to be based on the City and school data for places with higher needs. She ended her presentation excited to share the project in Daisy's absence.

ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
August 13, 2019
PAGE 4 OF 5

Material Section Policy/Model Colony Collection Policy

Director Shawn Thrasher provided a presentation on the Library's Material Selection Policy. Shawn explained that the Material Selection Policy is used to make informal decisions about the building and maintenance of the library's collection. It is a guide for staff that includes foundational criteria for the selection process and a living document that is meant to change over time. Shawn provided a video that was sent to him by Board member Carmona that shows the philosophy of librarianship regarding the material selection policy. The material selection policy is a guide for the community to help them understand why and how the Library selects the collection. Shawn then provided a brief summary of the Material Selection Policy to better explain why adding the Model Colony Collection policy is important. Shawn briefly highlighted the current policy which mirrors our city's mission and values. Shawn then talked about the Model Colony Collection Policy. Senior Librarian Kelly Zackmann has been using the Library's Material Policy to make selections for the local history room, but she has also been using some procedures she has developed herself based on her education, time and experience. The Library would like to now make these procedures a formal part of the Material Selection Policy. Shawn briefly went over the Model Colony Policy for written, printed items, documents, graphics, audio-visual, historical, recording, film and limited artifacts that support the mission to identify, acquire, organize, arrange and preserve. Shawn stated that for the act to be adopted the Board members need to approve the addition of the Model Colony Collection Policy to the existing Material Selection Policy.

Motion: Moved by Newberry, seconded by Palicki and unanimously carried to approve the addition of the Model Colony Collection Policy to the existing Material Selection Policy

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

No new business to discuss.

ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
August 13, 2019
PAGE 5 OF 5

BOARD COMMENTS

Board member Rachel Carmona commented on the great job staff has been doing and the good reflection it has on the Library. She commented on participating in the Summer Reading program and attended the National Night Out. She asked about Charlie the mascot and why ~~he~~ ^{she} was not available for National Night Out.

Board member Bumstead commented on the great accomplishment of in getting the Little Learners Big Futures grant.

Board member Palicki commented on National Night Out participation of the Library. She thought the flyers being handed out really was an effective way to get the word out.

Board member Chisholm commented on National Night Out and missing the Library staff. But thought the stuff inside the bags was an excellent marketing tool. She talked about a trip to Hawaii and was looking at a lot of cultural things and picked up a couple of books. Give kudos to the Library for the grant. She commented on the book "A Million Little Pieces" and how it should have remained in the Library. It would be her right to read that book. She enjoyed that book and recommended that book to others.

FUTURE AGENDA ITEMS

No future agenda items to discuss.

ADJOURNMENT

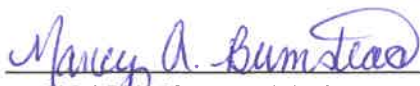
President Bumstead adjourned the meeting at 7:01pm.

Respectively Submitted



Nancy Morales, Administrative Assistant

APPROVED:



NANCY BUMSTEAD, PRESIDENT