

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
October 10, 2023
(Subject to Board approval)

CALL TO ORDER	This meeting was called to order by Board President Crisol Mena at 6:01 p.m.
PLEDGE OF ALLEGIANCE	Led by Board member Elisabeth Armijo.
MEMBERS PRESENT	Board member Devlin Smith, Board Vice President Aaron Bratton and Board Secretary Felicia Chien.
MEMBERS ABSENT	None
ALSO, PRESENT	Library Director Shawn Thrasher, Library Services Manager, Daisy Flores, Library Services Manager, Kelly Zackmann, Supervising Librarian, Briana Ochoa, Senior Library Assistant Patricia Edwards.
INTRODUCTIONS	Director Shawn Thrasher informed Board that two new Library staff members were in attendance: Sara LeBlanc and Erica Cordts, both introduced themselves to the Board.
PUBLIC COMMENTS	None

MINUTES

Motion: Moved by Board member Devlin Smith, seconded by Board President Mena and unanimously carried to approve the August 8, 2023 and September 12, 2023 minutes.

CITY COUNCIL REPRESENTATIVE

City Council Representative Debra Porada informed Board that the Ontario Museum of History & Art currently has an exhibit titled *Día de Los Muertos -Recuerdos De Sabores* now through November 19, 2023 and encouraged everyone to visit.

CONSENT CALENDAR

Motion: Moved by Board member Smith, seconded by Secretary Chien and unanimously carried to approve the Consent Calendar for October 2023 with the change of "709 New Library Card Sign Ups".

DIRECTOR'S REPORT

Library Director Thrasher spoke about the following items:

- *KinderGo* program finished up successfully-55 City staff were trained, visited 25 schools in 4 school districts, with 57 classroom visits, 1572 kindergarten students were served with this program.

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- Statistics on the consent calendar will be a bit different, more graphic and bolder in the agenda packet from now on. Green one will be Lewis Library, Blue one will Ovitt Library and Yellow/Gold will be combination of all statistics.
- Friends of Library-50th anniversary celebration on Saturday November 4th, from 6-8 pm, it is a 21+ event as beer & wine will be served.

STAFF REPORT

Robert E. Ellingwood Model Colony History Room Overview

Library Services Manager, Kelly Zackmann and Senior Library Assistant, Patricia Edwards presented:

Background:

Ontario residents established a community library in 1885. The city of Ontario incorporated in 1891, and in 1894 the library became a city department. Three librarians: Kezzie Monroe, Isabel Neales, and Alberta Schaefer were instrumental in the library's collection of local history materials during the library's early years. By the 1950s, the local history collection had grown into a few filing cabinets, and by the late 1960s, it was clear that more space was needed to collect materials. When the library expanded in 1969, an addition to the library provided space for a dedicated history room, and the Model Colony History Room was established in March 1970.

Former head librarian Alberta Schaefer was named administrator of the history room, and although she retired in 1972, the history room continued to flourish. Over the next decades, more materials were added primarily through donations from the community. Several area residents have been proponents of the library's history collection, including former mayor Robert Ellingwood. The city recognized his efforts in preserving and promoting local history by renaming the room in his honor in 2004. It is now known as the Robert E. Ellingwood Model Colony History Room.

The Room contains thousands of items including:

- Photographs and negatives
- Local city directories
- Maps and aerial photographs
- Newspapers on microfilm
- Books on the local area, local people, and general Californiana
- Magazines and journals relating to the local area and California
- Oral history recordings
- Video and film recordings
- Census records
- Architectural surveys of local homes and industrial buildings
- Municipal documents such as specific plans, general plans, and environmental impact reports
- Clipping and ephemera files
- Manuscript collections (collections of records created by one entity or person)
- Yearbooks from local schools

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The Model Colony History Room has a broad reach assisting patrons both locally and worldwide, including Canada, Australia, the Netherlands and beyond. Patrons consist of K-12 students, doctoral candidates, architectural historians, genealogists, city staff, journalists, authors, history buffs, and the general public. Many patrons also are donors, and the history room is always accepting donations of local history materials. This history room regularly invites historians and other experts to present local history topics for the public to learn about and enjoy. This Thursday, October 12, 2023, local journalist Joe Blackstock will provide a presentation on women's suffrage, at 6:30pm in the Ovitt Family Community Library meeting room.

The history room is located at the Ovitt Family Community Library and is open to the public Monday to Friday. The room is staffed by Patricia Edwards, full-time senior library assistant, Olivia Vallejo, part-time library assistant, Maribella Cantu, part-time library monitor specialist, and Kathleen Taggart, part-time library page. The history room has additional help from volunteers and work study students, and the room is overseen by Kelly Zackmann, Library Services Manager, who is a librarian and certified archivist.

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

Board member Smith asked how the community can help the Model Colony Room and Manager Zackmann replied by donating Ontario related historical items, anything from the 60's, 70's, 80's or 90's is lacking.

Board President Armijo asked who the public should contact, and Ms. Zackmann answered that they can email or come into the Library, either herself or Patricia Edwards.

Board President Armijo asked if she could advertise on social media and Ms. Zackmann replied that yes there is a flyer that can be posted and that they did already do that on Facebook and Instagram.

STAFF REPORT

Proposed Mission, Vision and Values for Ontario City Library

Library Director, Shawn Thrasher, presented:

Background:

The Ontario City Library last updated its mission, vision, and values in 2011. Beginning in 2022, library staff convened a series of internal meetings to facilitate discussions and development of a new mission, vision, and set of values. A similar type of meeting was convened in September 2023 in which the library board of trustees participated in a similar discussion.

The proposed mission statement for the library:

"What do we do? - We empower, enrich, and welcome our diverse community with access to information, inclusive resources, compassionate and engaged staff, and inspired learning."

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The proposed vision statement for the library:

“Where are we going? - Reaching every corner of the city, the library evolves to support the community’s needs while remaining dedicated to expanding literacy, encouraging exploration, and building knowledge and skills.”

The proposed values statement for the library is:

“How do we get there?”

We are accountable to our community by upholding our values.

- Intellectual freedom. We provide you with access to information without restriction or impediment.
- We respect your right to privacy.
- We ensure that you can access and utilize our resources.
- We strive to build a fair and just library.
- We support your pursuit of knowledge and skills.
- We offer an environment where you can build new relationships and reinforce existing bonds.
- We grow your reading, technology, and digital skills.
- We develop associations with other organizations in the community.
- Preserving Local History. We preserve the rich history of Ontario and connect you to it.
- Forward Looking. We continually seek out new materials and services that will support your future needs.

The mission, vision, and values will be integrated into the fabric of the library’s operations and culture. This can ensure that they become more than words on paper; they are guiding principles that shape the way Ontario City Library services the community. There are a variety of ways that this can be done, including:

- **Active communication**
- **Planning**
- **Performance Metrics.**
- **Staff Training and Development**
- **Framework for Decision-Making**
- **Community Partnerships**

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

STAFF REPORT

Services to Educators

Supervising Librarian, Briana Ochoa presented:

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Background:

Ontario City Library offers a variety of services to support educators in the City of Ontario. The library's efforts are geared toward strengthening relationships with educators and improving our services to benefit both educators and their students.

Educators can conveniently request tours through the library website, allowing for a customized experience tailored to their student's specific needs and interests. Tours encompass the following components:

- Tailored Library Collections Tour
- Exploration of the Lightspeed Makerspace
- Library Services Presentation
- Library Databases Overview
- Book Recommendations
- Story Time for All Ages

Students have the opportunity to obtain library cards, with applications being delivered to schools and collected with one month's notice. These cards grant students access to library materials post-tour. Last fiscal year, library staff hosted 16 tours, serving 1,100 students and caregivers, marking a significant milestone in engagement efforts post-pandemic.

Educators can sign up for our quarterly newsletter, featuring library events and exclusive educator-only events, such as special library tours and Lightspeed makerspace projects. To sign up, educators can email Reference@OntarioCA.gov.

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

Public Comment:

None

OLD BUSINESS

None

NEW BUSINESS

None

Board member Comments:

Board member Smith commented that Friends of Library book bag sale being a great success with over 400 bags sold and 28 new memberships. She also reminded everyone to attend their 50th Anniversary Celebration on November 4th and also invited everyone to Friends of the Library's next meeting on 10/19 at 6:30 pm.

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Secretary Chien thanked all for their presentations and looks forward to all the events.

Vice President Bratton thanked everyone for the presentations.

Board member Armijo thanked the Library staff for their presentations and Library's partnerships with OMSD and she especially appreciates the program KinderGo.

Board President Mena thanked all staff for the great presentations.

FUTURE AGENDA ITEMS

Mission Vision and Values
Public Display Policy
Material Display Policy
Overview of Patron Services
Overview of Support Services
Overview of Lewis Family Branch

ADJOURNMENT

Board President Mena adjourned the meeting at 6:57 p.m.

Submitted



Nelva Costello, Senior Administrative Assistant

APPROVED:


