

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
OVITT FAMILY COMMUNITY LIBRARY  
215 East C Street  
Zoom Meeting  
May 12, 2020  
(Subject to Board approval)

CALL TO ORDER Vice President Ocegueda called the meeting to order at 6:10 p.m.

PLEDGE OF ALLEGIANCE The flag was unavailable to conduct the Pledge of Allegiance.

ROLL CALL Board members Ann Palicki, Daisy Ocegueda, and Irene Chisholm and Nancy Bumstead all present.

ABSENT Motion: moved by Board members to excuse Rachel Carmona

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

INTRODUCTIONS  
There were no introductions

MINUTES  
Motion: Moved by Bumstead, seconded by Chisholm and unanimously carried to approve the February 11, 2020 minutes.

PUBLIC COMMENTS  
There were no public comments.

CITY COUNCIL REPRESENTATIVE  
City Council Representative Debra Dorst-Porada present.

CONSENT CALENDAR  
Monthly Statistical Report for January 2020  
Monthly Statistical Report for February 2020  
Library Services Report for January 2020  
Library Services Report for February 2020

Motion: Moved by Chisholm, seconded by Bumstead and unanimously carried to approve the Consent Calendar for May 12, 2020.

ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
May 12, 2020  
PAGE 2 OF 4

**DIRECTOR'S REPORT**

Library Director Shawn Thrasher provided a report about the last 2 months of the library closure due to Covid-19. Staff was called up to work the Emergency Operations Center (EOC). The EOC was virtual and required staff to prepare daily emergency reports, monitor the news, assist with gathering information and taking notes during the daily teleconference. As of today, the EOC has ramped down but the staff worked very hard and it took a lot of effort. Shawn updated the Board on the Library Consultants final survey. Consultants are on track and should have a report sometime this summer. He will provide the final survey information to Board members by email. Shawn shared some news about the Lewis Branch Library. The school will be providing new carpeting and air conditioning this summer. Since it is major construction the Branch Library will be closed to the public from July to August. The book drop will remain open to allow people to continue to return books. The Library will explore other options for programming, services near the library, pop-up libraries and some sort of curb side service. We will continue to find ways to service the people near and around the Lewis Branch. In closing Shawn talked about working on a reopening plan and what it will mean reopening the library.

Board member Chisholm made a recommendation about talking to the school during the closure if they could re-arrange the preschool area at Lewis Branch.

Board member Bumstead asked if it would be possible to have a delivery services for area near Lewis Branch.

**STAFF REPORT**

Virtual Programming Update

Librarian Rachelle Lopez from Lewis Branch Library provided a presentation regarding on-line service for the last 8 weeks. Rachelle talked about how in less than a week after the library closed its doors, staff immediately began working from home. The on-line programming team was created and began working on virtual content. The team worked together with recreation and museum to make sure we were in line with the vision of the agency and the needs of the community. The first video aired one week after the closure of the library, since that time there have been 62 videos created and 50 have aired. Rachelle explained the process it takes to create on-line programming which will eventually be available on the Community Life and Culture resource center website. She provided some statistical information on the followers and groups engaged in the virtual programming videos. Rachelle talked about the future of programming and staff coming together to highlight virtual programming content and virtual experiences. Board member Chisholm asked if there was a way to provide statistics on what, virtual area the was generating a response.

ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
May 12, 2020  
PAGE 3 OF 4

Digital Services

Senior Library Assistant Steven Arechiga provided a presentation on digital services and patron access during the last 8 weeks. To provide access to our community during this period the library has created three pillars of service. The three pillars are a digital library card, increasing the e-book collection and a way for patrons to pick up materials safely. Steven explained the steps to register on-line for a digital card. The digital card will continue to be used as a way for people to access the library materials. Steven talked about the e-book budget being increased to acquire new and upcoming titles and using social media to promote cloud library. Steven talked about resuming check outs through holds. He described how material access comes through the website or calling in their request. He talked about the safety precautions being used to assist people with their materials and provided a visual of the current check out set-up.

Board member Chisholm made referenced to Kanopy videos being on website.

What's Ahead for Summer

Assistant Library Director Courtney Saldana provided a presentation on what summer is going to look like. Summer Reading Programming will continue and Beanstack will be available for the public to register. Points will be awarded, and prizes can be picked up the same way they pick up their holds. Courtney talked about working on a solution for performers to do live performances on multiple streaming platforms. She talked about keeping in touch with Ontario Montclair School regarding the lunch program, since it will not be available at the library. Programming will continue virtually but there will be live streaming where possible. Courtney encouraged everyone to visit the Virtual resource center to view the available content.

Board member Chisholm had a question on meals being available at other districts. Due to an audio issue, she will email her questions later.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

No new business to discuss

ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
May 12, 2020  
PAGE 4 OF 4

BOARD COMMENTS

Board member Bumstead share her thoughts on the amazing work being done at the Library. Board member Chisholm had some recommendations; The ability to reset library passwords without speaking to a live person. Getting the photography class interactive by Mr. Rodriguez. Have the capability to share videos and to find another similar streaming agency like Kanopy to stream movies.

Board member Palicki shared her amazement of how the Library was able to switch gears so quickly and gave a shout out to Senior Library Assistant Alan Saeger for all his help.

Board member Ocegueda thanked the Library for their hard work, and said she is proud to be part of this Library Board.

FUTURE AGENDA ITEMS

Report on reopening the Library  
Little Free Libraries

ADJOURNMENT

Vice President Ocegueda adjourned the meeting at 6:57pm.

Respectively Submitted

Nancy Morales on behalf of Nancy Morales  
Nancy Morales, Administrative Assistant

APPROVED:

Rachel Carmona on behalf of  
RACHEL CARMONA, PRESIDENT  
Rachel Carmona