

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Colony High Branch Library Meeting
3850 East Riverside Dr.
Ontario CA
Special Meeting
September 11, 2018
(Subject to Board approval)

CALL TO ORDER President Ann Palicki called the meeting to order at 6:01p.m.

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

ALSO PRESENT Shawn Thrasher, Director; Courtney Saldana, Assistant Director; Helen McAlary, Community Life & Culture Executive Director; Al Boling, Assistant City Manager.

INTRODUCTIONS
Community Life & Culture Executive Director Helen McAlary, introduced Richard T. Egger from BBK.

PUBLIC COMMENTS
There were no public comments.

CITY COUNCIL REPRESENTATIVE
City Council Representative Debra Dorst-Porada was present with no comments.

CONSENT CALENDAR
Monthly Statistical Report for July 2018
Library Services Report for July 2018

Motion: Moved by Bumstead, seconded by Newberry and unanimously carried to approve the Consent Calendar for September 11, 2018.

DIRECTOR'S REPORT
Library Director Shawn Thrasher explained that this is something new for the agenda. He wanted to briefly talk about a couple of things without a full presentation. Shawn briefly talked about Ontario Reads, the George Chaffey Monument dedication ceremony and the Festival of Arts coming up on Saturday.

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BOARD COMMENTS

President Palicki was asked to suggest moving the Board Comments to the end of the Agenda due to the extended discussions that have been occurring lately. This will allow the staff who provide presentations to go earlier and give the Board members more time at the end to make their comments. Board member Chisholm asked if there was anything on the Agenda about making recommendations to the City Council. Assistant City Manager Al Boling asked President Palicki if he might be allowed to respond to Board member Chisholm's question. He provided a brief summary on how recommendations would be prepared by the Library Director who would submit them to the City Manager, at which time if an action is required, it is brought to the City Council for action. The remaining board comments would be provided at the end.

STAFF REPORT

Board Roles and Responsibilities

City Attorney Richard Egger introduced himself with a brief overview of his background. He explained that he was in attendance to address the roles and responsibilities of the commissions and boards of the City. He explained how the Library Board is established, how the members are appointed and the Board functions based on the by-laws. Attorney Egger then explains how the Brown Act applies to the Board proceedings by way of open meetings and posted agendas correctly. He felt the recommendation to move Board Comments to the end of the Agenda will allow for topics not on the agenda to be discussed without violation of the Brown Act. If there is something important that you would like to see on a future agenda, then ask to have it agendaized for future discussion, and it should be brought to the attention of the Board President. Assistant City Manager Al Boling provided the steps he goes through on the City Council level by asking for the council's concurrence to add an item to a future agenda. In the Library board level a majority of board members need to agree and initiate the request through the Library Director Shawn Thrasher. Attorney Egger then talked about separating public and private roles during library business discussion and personal business discussions, while being mindful of what is being discussed. Board member Chisholm asked about whether her visits to other libraries and passing out her business card, without the permission of the board is concerned library business. Richard felt this was appropriate because it is within the Library business concept of furthering the mission of the library. He also stated that the Library Director Shawn Thrasher should be the single point of contact for communicating any concerns or questions. Board members were then given the opportunity to ask questions at which time Board member Bumstead felt that board comments may have gotten too personal and were probably not necessary. Comment should relate to the Library and its mission and the issues around the library. It is also important to respect everyone's time and to give everyone the opportunity to say what they want to say. Al reminded the group to keep to the subject matter, and maybe adding a narrative at the beginning will keep discussions on track. Board member Chisholm asked about amending the by-laws. Her question was since these amendments were adopted in 2002 is there a motion that has to be made prior to making a recommendation or discussion to amend the by-laws? Attorney Egger provided the process to amending the by-laws. He also stated that in his experience having too many by-laws just to have them is not needed to run a library board. Board member Bumstead asked if Attorney Egger could describe what an advisory board means. Attorney Egger responded by stating the board has the responsibility to provide recommendations but not give directions as to how the Library should operate. Attorney Egger and Al Boling provided some suggestions about questions concerning budget specifics. Chisholm feels that south Ontario is lacking in funds, programs and awareness. Attorney Egger was asked to explain the difference between the planning commission and advisory boards. Wanting to be respectful of time, Al Boling and Attorney Egger both said they would be available for follow-up questions.

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OLD BUSINESS

No old business to discuss.

NEW BUSINESS

No new business to discuss

BOARD COMMENTS

Board member Carmona will be sending Shawn some information. On the next meeting she will share some networking with a local business who is trying to support the library by having all of their employees get a library card.

Board member Chisholm want to share some books that she recently read.

FUTURE AGENDA ITEMS

Board member Chisholm would like to share research on Little Libraries. Chisholm would like a concurrence from board. Library Director Shawn Thrasher should be involved in adding the items to agenda along with Board member Chisholm's information.

ADJOURNMENT

President Palicki adjourned the meeting at 7:15pm.

Respectively Submitted



Nancy Morales, Administrative Assistant

APPROVED:



ANN PALICKI, PRESIDENT