

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
OVITT FAMILY COMMUNITY LIBRARY  
215 East C Street  
Zoom Meeting  
February 9, 2021  
(Subject to Board approval)

**CALL TO ORDER** This meeting was called to order by Vice President Daisy Macias at 6:01 p.m. Macias read the Governor's Declaration of Emergency eliminating in-person Library Board Meetings.

**PLEDGE OF ALLEGIANCE** Led by Gina Lanthripe, Board member

**MEMBERS PRESENT** Board members Nancy Bumstead, Lanthripe, Macias and Crisol Mena are all present.

**MEMBERS ABSENT** Board member Anne Lawliss

**ALSO PRESENT** Executive Community Life & Culture Agency Director Helen McAlary.

**INTRODUCTIONS**  
There were no introductions

**MINUTES**  
Motion: Moved by Mena, seconded by Macias and unanimously carried to approve the January 12, 2021 minutes.

**PUBLIC COMMENTS**  
There were no public comments.

**CITY COUNCIL REPRESENTATIVE**  
City Council Representative Debra Dorst-Porada was present. She asked that all the Board members download the myOntario Phone App so they can report maintenance and service issues.

**CONSENT CALENDAR**  
Monthly Statistical Report for January 2021.

Motion: Moved by Lanthripe, seconded by Mena and unanimously carried to approve the Consent Calendar for January 2021.

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DIRECTOR'S REPORT

Library Services Manager Daisy Flores reported on the behalf of Library Director Shawn Thrasher. Flores reported that with the decrease in COVID cases both locations resumed appointments for in person browsing, check out, Lightspeed, Model Colony, Workforce Development and Veterans Resources Center. Flores reported on the state budget for libraries and on a letter that was sent to Governor Gavin Newsome regarding a request for early release of funding for library meal programs. This was organized by the CA State Library and Ontario was listed as a library in support of this request. Flores then shared that two self-checkout stations were purchased one for each location. With this upgrade, patrons will now be able to complete self-checkout on the stations but also through the app on their mobile devices. Flores then shared highlights for some programs and displays the staff have prepared for Black History Month.

Macias asked if there were any questions. Lanthripe asked if Flores could repeat the last two programs. Flores answered "yes, A Night of Heritage and we can also provide you with a calendar that has all of February programs." Mena thanked the City for supporting the *Lunch at the Library* program during the summer. Macias asked if the app offers a drive-up service? Flores answered, "the service we offer is a contactless pick up services where patrons don't have to physically enter the building."

STAFF REPORT

Electronic Resources Policy Update (Daisy Flores)

Daisy Flores, Library Services Manager, narrated a PowerPoint presentation on the updated Electronic Resources Policy.

*A copy of this presentation is available upon request from the Library Director.*

Macias asked the Board for questions. Lanthripe thanked the presenter for the presentation, agreed with all the updates to the policy, and asked if this is the same policy that the school district uses. Helen McAlary answered that "it is the same because it's part of the same legislation with the same level of filtering as schools and libraries to access federal funding."

Lightspeed Review (Jon Andersen)

Jon Andersen, Supervising Librarian, narrated a PowerPoint presentation on the department lightspeed programs that occurred last fiscal year 2019-2020.

*A copy of this presentation is available upon request from the Library Director.*

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Macias asked the Board for questions. Bumstead shared a project she completed in Lightspeed. Lanthripe asked if Lightspeed is open for appointments and what is the limit per appointment. Andersen answered "yes, we are open from 2-6pm Monday through Thursdays and Saturdays and the limit is one family." Lanthripe asked if schools are aware of the Lightspeed room. McAlary answered "yes, we reach out to K-8 district to get them involved." Mena asked if Lightspeed has any age restrictions and are the funds from the grant going to be rolled over sense the pandemic closed everything down. Flores answered, "some of that funding was for staffing so the programs that we didn't get to do are still going to happen." Jon answered, "teens can be in Lightspeed by themselves once their parents sign all the waivers anyone younger than that will need a parent or guardian present."

Current Trends in Libraries (Helen McAlary)

Helen McAlary, Executive Director Community Life & Culture Agency Director, narrated a PowerPoint presentation on current trends in libraries.

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

Macias asked the Board for questions. Lanthripe asked if we plan on partnering with other schools to set up another branch library. McAlary answered, "yes I certainly think there is an opportunity for looking at joint use and partnerships with schools." Mena asked if the library only has joint use facilities in the City of Ontario or can they be at other cities? McAlary answered, "we normally don't partner with other cities. We only serve Ontario residents."

National Library Week 2 for 1 DVD Rentals (Steven Arechiga)

Steven Arechiga, Circulation Sr. Library Assistant, narrated a PowerPoint presentation on National Library Week.

*A copy of this presentation is available upon request from the Library Director.*

Macias asked the Board for questions. Bumstead stated she "loves this idea and fully supports it." Mena asked if the Board can share the National Library week program on social media? Helen McAlary answered, "Yes we would love it if you can do that." Lanthripe stated that the library has an excellent movie selection.

Motion: Moved by Bumstead, seconded by Lanthripe and unanimously carried to approve the National Library Week 2 for 1 DVD Rentals.

OLD BUSINESS

No old business to discuss.

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NEW BUSINESS

New library Board officers were elected. Board member are as follow.

Daisy Macias – President  
Nancy Bumstead – Vice President  
Gina Lanthripe – Secretary  
Anne Lawliss – Board Member  
Crisol Mena – Board Member

BOARD COMMENTS

Macias asked the board for comments. Each Board member thanked the presenters for their presentations.

FUTURE AGENDA ITEMS

Electronic Resources Policy update  
Little Free Libraries  
Library Master Plan  
Friends of the library  
Brown Act  
Library Board Bylaws

ADJOURNMENT

Vice President Macias adjourned the meeting at 7:15 pm.

Respectively Submitted



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Michael Sanchez, Office Specialist

APPROVED:



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Daisy Macias, VICE PRESIDENT