

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
November 14, 2023
(Subject to Board approval)

CALL TO ORDER	This meeting was called to order by Board President Crisol Mena at 6:00 p.m.
PLEDGE OF ALLEGIANCE	Led by Board Vice President Aaron Bratton.
MEMBERS PRESENT	Board Secretary Felicia Chien, Board member Devlin Smith
MEMBERS ABSENT	Board member Elisabeth Armijo
ALSO, PRESENT	Library Director Shawn Thrasher, Library Services Manager, Daisy Flores, Library Services Manager, Kelly Zackmann, Senior Library Assistant Miki Iannetta, City Attorney Jeremy Holm.
INTRODUCTIONS	None
PUBLIC COMMENTS	None

CITY COUNCIL REPRESENTATIVE: Debra Porada -absent

CONSENT CALENDAR

Motion: Moved by Board Vice President Bratton and seconded by Board member Smith and unanimously carried to approve the Consent Calendar for October 2023 and minutes for the Library Board meeting on October 10, 2023.

DIRECTOR'S REPORT

Library Director Thrasher spoke about the following items:

- Friends of Ontario City Library 50th Anniversary Celebration, he will let Board member Smith talk about it but from Library's standpoint it was fantastic, and he really appreciated the attendance.
- Holiday light parade will be held on December 2nd, and invited Board members to attend and be in the Library's entry if they can please let him know.
- Boards & Commissions Holiday Dinner will be held 12/6, @ 5pm at Convention Center, he sent everyone an email invitation as well as a flyer at your seat right now, please RSVP as soon as possible to the Board secretary.
- There will be no Library Board meeting in December 2023 in lieu of Holiday dinner.
- Board elections will take place in January 2024.

STAFF REPORT

Patron Services Overview

Senior Library Assistant , Miki Iannetta presented:

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Background:

In every public library, a dedicated team plays a pivotal role in executing essential functions, including issuing library cards, managing material circulation, shelving items, explaining library policies, and handling fees and fines. At the Ovitt Family Community Library, this team is commonly referred to as "Circulation" and is officially known as the "Patron Services" team. Beyond their core operational duties, this team assumes a central position in welcoming patrons to library services and programs. They serve as the initial point of contact, greeting visitors with warmth and professionalism, thereby setting the stage for a positive and enriching library experience.

Below are some relevant statistics:

Fiscal Year 2022-2023

6,333 library cards issued

162,275 materials checked out

Current Average Monthly Stats

550 library cards issued

14,000 materials checked out

43 Inter-Library Loan requests

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

STAFF REPORT

LIBSCHOLARS

Library Services Manager, Daisy Flores, presented:

Background:

The Ontario City Library recognizes the critical importance of investing in the growth and development of its staff at all levels and has been a nurturing ground for individuals exploring their interests in libraries, often marking the initial steps of their successful careers in librarianship and public service. In November 2022, the library established "LibScholars," an inaugural cohort of future library professionals. This group comprises current students and recent graduates with master's degrees in Library and Information science and related fields, such as Archives and Records Administration. The primary objective in forming this cohort was to provide LibScholars with opportunities and experiences essential for cultivating the skills necessary for professional-level roles.

From the outset, the LibScholars group engaged in collaborative discussions to outline their skill development objectives. Valuable input from library supervisors was sought to identify the skills they believed the next generation of professionals should possess. These discussions led to the formulation of a comprehensive agenda. The cohort, led by Library Services Manager Daisy Flores, embarked on various projects, meeting regularly to address essential topics, such as communication, grant

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applications and management, networking, relationship building, and project-related check-ins. Their collective achievements included a research project and report on the use of Narcan in libraries, as well as the successful planning and hosting of a networking event for library professionals within the region.

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

Board member Smith commented that she thought this was a fantastic program and asked if this program was modeled after another Library program or was it special to Ontario Library. Director Thrasher responded that that he had been in the Library field for 28 years and had never encountered another program like this one.

Secretary Chien asked if this was a one-time program or would it be on-going, Library Services Manager Flores responded that this was a Pilot program and the Library is developing the program for the future and for other new employees to participate.

Public Comment:

None

OLD BUSINESS

Adoption of Mission, Vision and Values for Ontario City Library

Library Director Thrasher Informed the Board that there would need to be a vote to adopt the Library's Mission, Vision and values per below:

RECOMMENDATION: The Library Board of Trustees is recommended to vote on and adopt the Library's Mission, Vision and values that were presented at the October 2023 meeting.

BACKGROUND & ANALYSIS: 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 the development of a new mission, vision, and set of values. A similar meeting was convened in September 2023, during which the library board of trustees participated in a similar discussion. In October 2023, Library Director Shawn Thrasher presented the proposed Mission, Vision, and Values to the library board, but a vote was not taken at that time. A vote by the Library Board of Trustees is required to officially adopt the proposed Mission, Vision, and Values.

Motion: Moved by Board member Smith and seconded by Board Secretary Chien and unanimously carried to adopt the Library's Mission, Vision and values that were presented at the October 2023 meeting.

NEW BUSINESS

Request for Reconsideration Update

Library Director Shawn Thrasher, presented:

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RECOMMENDATION: The Library Board of Trustees is recommended to vote on and approve the Request for Reconsideration Policy, as presented in this agenda report, to ensure the formal establishment of the policy and its associated procedures for our library.

BACKGROUND & ANALYSIS: This report provides an overview of the Request for Reconsideration Policy and the associated step-by-step process for residents who wish to request a reconsideration of an item in the Ontario City Library's collection. The Request for Reconsideration Policy serves a role in Ontario City Library's commitment to intellectual freedom and transparency.

Director Thrasher discussed why the name of the policy was changed and some of changes, forms and processes included in the policy. He read through some of the changes in the full presentation.

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

After some discussion the following motion passed.

Motion: Moved by Board member Smith and seconded by Secretary Chien and unanimously carried to adopt the Reconsideration Policy, as presented in this agenda report, to ensure the formal establishment of the policy and its associated procedures for our library.

Board member Comments:

Board member Smith commented that Friends of their 50th Anniversary Celebration on November 4th, was fantastic and wanted to thank everyone on the Board that attended, it was wonderful to see so many library staffers come out and the auction items were a great hit. The community really loves the Library and it was very special and a very successful event. She won't have final numbers until January. She also mentioned that Friends will be at the Holiday Light Parade and invited everyone to come out too.

Secretary Chien indicated that she did not have any comments at this time.

Board President Mena thanked all staff for the great presentations and wished all present Happy Thanksgiving.

Vice President Bratton thanked everyone and wished everyone Happy Holidays.

FUTURE AGENDA ITEMS

Election of Officers (January 2024)
Electronic Use Policy
Public Display Policy
Material Display Policy

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Overview of Support Services
Overview of Lewis Family Branch
Friends of Ontario City Library update

ADJOURNMENT

Board President Mena adjourned the meeting at 6:42 p.m.

Submitted



Nelva Costello, Senior Administrative Assistant

APPROVED:

