

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
July 9, 2024
(Subject to Board approval)

CALL TO ORDER This meeting was called to order by Board President Elisabeth Armijo at 6:00 p.m.

PLEDGE OF ALLEGIANCE	Led by Board member Aaron Bratton
MEMBERS PRESENT	Board Vice President Crisol Mena, Board Secretary Felicia Chien, Board member Devlin Smith
MEMBERS ABSENT	None
ALSO, PRESENT	Library Director, Shawn Thrasher and Library Services Manager, Daisy Flores
INTRODUCTIONS	None
PUBLIC COMMENTS	None

CITY COUNCIL REPRESENTATIVE: Mayor Pro Tem Debra Porada

CONSENT CALENDAR

Motion: Moved by Board member Smith and seconded by Board Secretary Chien and unanimously carried to approve the Consent Calendar for June 2024.

DIRECTOR'S REPORT

Library Director Thrasher spoke about the following items:

- Exceptional Abilities Pride Fest will be July 23 from 10 am to 12 pm in the Ovitt breezeway.
- Summer at the Library has 3,457 registrants already and we still have 2 weeks left.
- Patron Services hosted a Loteria program and had 83 attendees. Another Loteria night is scheduled for July 22.
- Summer Concert Series at Celebration Park with a booth hosted by Friends of Ontario City Library and the Library Board on August 8th.
- KinderGo will have trainings on August 15, 19, 21, and 27.
- The CLA Conference will be held in Pasadena on October 18 and 19. All current board members are invited to attend.
- Allison Bridgewater has been selected to be part of the California Library Association's John and Patricia Beatty Award committee.

Board member Bratton inquired where the Exceptional Abilities Pride Fest was going to be held as well as how the books for the John and Patricia Beatty Award are connected to California. Director Thrasher explained that the Exceptional Abilities Pride Fest will be held in the breezeway between the Ovitt Family Community Library and the Senior Center. He also elaborated on the fact that the books for the John and Patricia Beatty Award need to be set in or about California for the books to be eligible for the

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award. Board member Bratton further questioned if the authors needed to be from California to which Director Thrasher responded that the story needs to be about California and that the author's origin does not affect eligibility.

Board President Armijo asked how books are submitted for the John and Patricia Beatty Award. Director Thrasher explained that publishers usually send eligible book titles to the committee, but there are some instances where the committee also looks for certain books.

Board Secretary Chien inquired where the Summer Concert Series was located on August 8, to which Director Thrasher responded the location was Celebration Park in Ontario Ranch.

STAFF REPORT

Laptop Kiosk

Supervising Librarian, Veronica Cortez presented:

Background:

The Ovitt Family Community Library recently introduced a laptop kiosk with 12 laptops available for library card holders to borrow. The laptop kiosk is an additional service offered by the Ovitt Family Community Library to make technology accessible and flexible. Like the self-checkouts for library materials, the laptop kiosk provides convenience and self-service. Patrons can scan their library card, agree to the Ontario City Library Laptop Kiosk Terms of Service, and borrow a laptop for 2 hours within the library.

These terms include having a library card in good standing, being the person named on the library card, adhering to the Electronic Resource Policy, and being ultimately responsible for returning the laptop. In terms of security, the laptops come with software that allow the laptop to be tracked if taken out of the building.

Patrons have the flexibility to move freely within the library to use the laptop. This allows them to use study rooms when working in groups and to move to a quiet area where they may have more space to work. The laptop kiosk enhances the user experience by providing the flexibility to work in a comfortable environment of their choosing within the library premises. Overall, the laptop kiosk is in line with the Ontario City Library's mission to provide equitable access to information, bridge the digital divide, and promote lifelong learning.

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

Board Vice President Mena asked if the kiosk was also a charging station. Supervising Librarian Cortez responded that it is not a charging station and is only used to dispense laptops. Board Vice President Mena inquired if there is a warning about the time limit for laptop usage and if patrons are able to use flash drives with the laptops to save their work. Supervising Librarian Cortez explained that the laptops give the same notification for time warnings as the library's desktop computers and have the same capabilities of using a flash drive to save documents. Board Vice President Mena asked if anyone with a

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library card could check out a laptop or if there were restrictions to age or certain sites prohibited from being accessed. Library Services Manager Flores clarified that laptops are only available to adults to check out currently and are subject to the same e-rate policy as the library's desktop computers.

Board Secretary Chien inquired to learn more about the tracking devices mentioned and whether they only work when the laptop is considered lost or not returned to the library kiosk. Supervising Librarian Cortez explained that the laptops are equipped with the technology to notify, if needed, who was using the laptop or if it has been returned to the library kiosk. Director Thrasher added that this is only used if someone were to walk out of the library with a laptop.

Board member Bratton asked if the tracking was geolocation or tracking of computer usage and website tracking. Library Services Manager Flores explained that the tracking is only geolocation and that the computer wipes clean after the 2-hour usage with no access to the history of prior users' history. She added that the geolocation would only be activated or monitored if the laptop went missing after the 2-hour window or the closure of the library, and we would work with IT staff to locate the laptop. Library Services Manager Flores also stressed that in the 5 months the program has been operational, we have not had any issues. Board member Bratton inquired if there is a variety of PCs and Macs at the kiosk, to which Supervising Librarian Cortez clarified that all the laptops are Dell, and no Macs are available at this time. Board member Bratton further inquired if there are programs for computer literacy at the library for patrons. Supervising Librarian Cortez responded that they are currently working with staff to coordinate winter programming and cross-promote senior programs. Library Services Manager Flores added that classes are held in the Lightspeed maker space to teach computer literacy as well. Board member Bratton expressed an interest in learning if the library has aspirations to add Mac laptops as well to the kiosk. Library Services Manager Flores explained that adding Mac laptops would be up to IT because the City of Ontario is a Microsoft organization. Board member Bratton also asked for the case study on the current user demographics of the laptops, to which Supervising Librarian Cortez responded that the main usage has been by younger college students, but that is only a snippet of current usage.

Board President Armijo inquired about the community's response to the new kiosk, to which Supervising Librarian Cortez responded that patrons have expressed their happiness with the ability to collaborate more and the flexibility to work in less traditional areas rather than the standard desks with the desktop computers. Board President Armijo asked if there were plans to expand the availability to allow students to check out laptops while in the library in the future. Library Services Manager Flores explained that while the laptops are in the pilot program for now, we will not be making the laptops available to students, but that we will consider the cost for damages and loss if the policy were to change. She also added that the desktops are available for adults and children to utilize.

Board member Smith asked if the desktop computers were staying in the library, to which Library Services Manager Flores clarified that the desktop computers would remain at the library.

Mayor Pro Tem Porada stated that we should check with the district to see if iPads were distributed to all the students. Board President Armijo explained that laptops were distributed to students during

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COVID but that afterward, OMSD changed the policy to not allow students to bring the laptops home anymore, so they no longer have access to computers at home.

STAFF REPORT

Lunch at the Library Grant

Supervising Librarian, Briana Ochoa presented:

Background:

Lunch at the Library is a meal service hosted at libraries across the state. Its goal is to provide more children with access to free nutritious meals during the summer. Pairing the meal service with library summer reading programs address both food insecurity and learning loss many children face during the summer months when school is not in session. Lunch at the Library is a California State Library project supported by funds from the state of California.

Ontario City Library was a pilot library for Lunch at the Library in 2015. The service has become a staple to the community and a cornerstone to the Summer at the Library reading program. In Ontario, about 68% of children are eligible to receive free or reduced-priced meals at school, inferring that these children's family income is at or below the poverty line. Last year, 5,344 meals were served to children. The library partners with the Ontario-Montclair school district, who provides the meals and staff to serve the meals. The library has heard anecdotal stories by talking to caregivers who use the service and through surveys provided to participants describing the relief families feel knowing their child has a safe environment to enjoy a meal.

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

STAFF REPORT

Lightspeed

Librarian, Yessenia Rivas presented:

Background:

Lightspeed is Ontario City Library's community makerspace. It serves as a technology and innovative production lab and houses diverse equipment to aid the creativity of our makers. Makers are people that create "designs, assembles and develops products based on imagination and creativity" (Ahn & Younghee, 2018, p. 6). In 2017, library staff collaborated with internal and external stakeholders to develop the makerspace, which opened in 2018. Libraries are community centers that continuously evolve in response to changes. Implementing makerspaces aligns with this notion, as it is the library's effort to respond to the technological changes and demands brought forth by the technological advancements of the 21st century. With the creation and shifts in new technologies, there is a need to assist the community and provide them with the necessary tools to guide them through these transitions and equip them with computational thinking abilities to expand their technological skills, nurture their creativity, and assist in broadening production culture and creative economy.

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Board Secretary Chien asked if due to the increase in patronage and equipment if there was a possibility of an extension of Lightspeed at Lewis or if there was a possibility of expanding Lightspeed at Ovitt. Library Services Manager Flores explained we are always looking to stay up to date on technology and that although the space may not change currently, we are open to finding a new area within the library as well as adding additional equipment.

Board member Bratton inquired what Librarian Rivas' favorite creation has been to which she responded that she enjoys all the activities but especially the heat transfer vinyl due to the fact that patrons now bring in their own items to customize with the machine. Librarian Rivas added that her favorite program is the Makers Create and Unite because patrons get to experience different stations in the same program. Board member Bratton asked if there may be an awards ceremony or celebration of the art made in the Lightspeed maker space. Librarian Rivas explained that Lewis has a make of the month and that Ovitt may implement something similar because when patrons see the library honoring their work, it makes them want to return. Library Services Manager Flores further explained that we have a strategic plan for an art contest for makers where we plan to award and display the art in the upcoming years. Board member Bratton asked if there would be a collaboration with the Museum to display the winner, to which Library Services Manager Flores confirmed that is the plan.

Board President Armijo congratulated the Lightspeed team, including Yessenia and Alex, for their patience. She expressed how much she enjoys and uses the space and added that the opportunities for community use are endless. Director Thrasher added that we have the best public library maker space in the Inland Empire.

PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

None

BOARD MEMBER COMMENTS

Board member Smith informed the Board of the upcoming Friends of Ontario City Library events. Friends will be participating in the Exceptional Abilities Pride Fest on July 23, and they will also have a bag sale on August 24, where the public can pay \$5 for all the items they can fit in a bag. Members will be able to get in early. She also congratulated the Library and CLC staff for making the Pride Resource Fair a wonderful event and added how grateful the public was for such an event in Ontario. Lastly, she added that The Art of Healing exhibit is now going on at both museums.

Board Secretary Chien thanked the presenters and is looking forward to the rest of the summer events.

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Board Vice President Mena reminded the elderly and the community that everyone needs AC and the library is always a good place to go and stay cool and safe.

Board member Bratton expressed how important the library is for the community and his gratitude for the presentations.

Board President Armijo congratulated and thanked CLC, the City of Ontario, and the City Council for the 4th of July parade and fireworks; her favorite was the drone show, which created the City of Ontario logo. She highlighted that the Exceptional Abilities Pride Fest has been in the works to celebrate and honor the neurodiversity in our community and our differences and added that July is disability pride month.

FUTURE AGENDA ITEMS

2024 – 2025 Budget
Electronic Use Policy
Special Events Code of Conduct
Teen Volunteers
National Library Card Sign Up Month
Disaster Recovery and Emergency Preparedness
One Book, One Ontario

ADJOURNMENT


Board President Armijo adjourned the meeting at 7:04 p.m.

SUBMITTED:



Charlotte Marteney, Administrative Assistant

APPROVED:



Elisabeth Armijo, Board President