

1. AGENDA

Documents:

[NOTICE OF SPECIAL MEETING \(PDF\).PDF](#)
[AGENDA JANUARY 13 \(PDF\).PDF](#)

2. Meeting Materials

Documents:

[MINUTES DECEMBER \(PDF\).PDF](#)
[STAFF REPORT \(PDF\).PDF](#)
[RESOLUTION LB 2021-01 \(PDF\).PDF](#)

**BOARD OF LIBRARY TRUSTEES
OF THE CITY OF PALMDALE**

NOTICE OF SPECIAL MEETING

January 13, 2021 at 5:30 p.m.

EMERGENCY PUBLIC MEETING PROCEDURE DUE TO COVID-19

As a result of the COVID-19 emergency, and resulting orders and direction from the President of the United States, the Governor of the State of California, and the County of Los Angeles Department of Public Health temporary Health Officer Order, effective Tuesday, December 1, 2020, the Palmdale City Council Chamber will be closed to the public, until further notice. Library Board members may choose to participate via conference call.

How to Observe the Meeting:

1. Spectrum local access Channel 27
2. Online live webcast at:
 - <https://cityofpalmdale.org/363/Board-of-Library-Trustees>
 - Under meetings click on: "View January Library Trustees Meeting"

How to Submit Public Comments on this Agenda:


Note: Public Comments submitted will become part of the official meeting record.

1. Access the public comment form here: www.cityofpalmdale.org/PublicComment
2. Fill out the form
3. Click Submit
4. The cut off times are one hour prior to the time listed on the printed agenda (e.g: 5:30 p.m. meeting cut-off is 4:30 p.m.)

Notice of Special Meeting
January 13, 2021
Page 2

Please note: The Library Board of Trustees is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings in order to maximize transparency and public access.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, please contact Library Office at (661)267-5600 at least 72 hours prior to the meeting.


Erin Aubrey
Secretary

DATED: January 08, 2021

**BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE, CALIFORNIA
SPECIAL MEETING
COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CA
AGENDA NO. 509
JANUARY 13, 2021 5:30 P.M.**

EMERGENCY PUBLIC MEETING PROCEDURE DUE TO COVID-19

As a result of the COVID-19 emergency, and resulting orders and direction from the President of the United States, the Governor of the State of California, and the County of Los Angeles Department of Public Health temporary Health Officer Order, effective Tuesday, December 1, 2020, the Palmdale City Council Chamber will be closed to the public, until further notice. Library Board members may choose to participate via conference call.

How to Observe the Meeting:

1. Spectrum local access Channel 27
2. Online live webcast at:
 - <https://cityofpalmdale.org/363/Board-of-Library-Trustees>
 - Under meetings click on: "View January Library Trustees Meeting"

How to Submit Public Comments on this Agenda:

Note: Public Comments submitted will become part of the official meeting record.

1. Access the public comment form here: www.cityofpalmdale.org/PublicComment
2. Fill out the form
3. Click Submit
4. The cut off times are one hour prior to the time listed on the printed agenda (e.g: 5:30 p.m. meeting cut-off is 4:30 p.m.)

Please note: The Library Board of Trustees is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings in order to maximize transparency and public access.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, please contact Library Office at (661)267-5600 at least 72 hours prior to the meeting.

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL: PRESIDENT HENKIN, TRUSTEES DAVID, MANNING, MORRIS and RUTKOWSKI-HINES.
4. APPROVAL OF MINUTES OF REGULAR MEETING HELD DECEMBER 08, 2020.

Suggested Motion: Move to approve the Minutes of the December 08, 2020 Meeting. (Vote - Requires a majority to approve.)

5. PUBLIC COMMENTS ON AGENDA ITEMS. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.
6. PUBLIC COMMENTS FROM THE FLOOR. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members. The Board can take no action on items not listed on the agenda.
7. RESOLUTION LB 2021-01 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, APPROVING AND ADOPTING, CHANGING THE DAY OF ITS REGULAR MEETING FROM THE SECOND TUESDAY TO THE SECOND WEDNESDAY OF THE MONTH; TO BEGIN FEBRUARY 10, 2021 AT 5:30 PM.

Suggested Motion: Move to adopt Resolution LB 2021-01. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

8. DIRECTOR'S REPORT.
9. DISCUSSION REGARDING LIBRARY FINES AND FEES.
10. STAFF COMMENTS.
11. TRUSTEE COMMENTS.
12. ADJOURNMENT.

Complete packets can be viewed at the Main Library, located at 700 East Palmdale Boulevard, Palmdale, California. You can also view the Agendas and Staff Reports on our website at www.cityofpalmdale.org.

Minutes, Board of Library Trustees

**BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE, CALIFORNIA
COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CA
AGENDA NO. 508
DECEMBER 08, 2020 5:30 P.M.**

1. CALL TO ORDER.

President Henkin called the regular meeting of the Board of Library Trustees of the City of Palmdale to order at 5:31 p.m. on December 08, 2020 in the Council Chamber, 38300 Sierra Highway, Suite B.

2. PLEDGE OF ALLEGIANCE.

President Henkin led the Pledge of Allegiance.

3. ROLL CALL: PRESIDENT HENKIN, TRUSTEES DAVID, MANNING, MORRIS and RUTKOWSKI-HINES.

Responding to the roll call were Trustees David, Manning, Rutkowski-Hines and President Henkin. Also in attendance were Library Director Shupe, Parks & Recreation Manager Dombrowski, and Administrative Associate Aubrey. Trustee Morris was absent.

President Henkin made a motion to excuse the absence of Trustee Morris. Trustee Rutkowski-Hines seconded the motion. The motion carried.

4. APPROVAL OF MINUTES OF REGULAR MEETING HELD NOVEMBER 10, 2020.

President Henkin presented the Minutes of the regular meeting held November 10, 2020. Trustee Rutkowski-Hines moved to approve the Minutes as presented. Trustee David seconded the motion. The motion carried.

5. PUBLIC COMMENTS ON AGENDA ITEMS.

None.

6. PUBLIC COMMENTS FROM THE FLOOR.

None.

7. DIRECTOR'S REPORT.

Library Director Shupe gave a verbal report and distributed documents as well. Library Director Shupe informed the Board members that the Friends of the Library are currently on hiatus. They will continue to maintain their 501C status and tend to business matters but will not maintain an inventory or sell books at this time. Next, Library Director Shupe explained that the information on possibly removing overdue fines is being gathered and could be on the Board agenda as early as January. Then Library Director Shupe talked about the Community Inclusiveness Committee putting together a Holiday Initiative that included holidays/traditions from several diverse religions to be featured on the Library's social media platforms this December. The Committee will identify and feature relevant holidays/events throughout the year and highlight them as well. Next, Library Director Shupe talked about the Grab and Go programs that the library held. The NaNoWriMo Grab and Go programs led to Facebook live-streamed writing sessions. The sessions were well attended and will be continued. Then Library Director Shupe talked about the Fall Lunch Library Literacy Outreach. Thousands of books have been handed out during the Palmdale School District Fall lunch distribution. Lastly, Library Director Shupe mentioned that the Library will have the Patron Holiday Grab and Go on December 16th from 1:00-4:00. The participants will receive a bag with crafts and goodies and have the opportunity to take photos with the holiday cut-outs on display.

8. STAFF COMMENTS.

Parks and Recreation Manager Dombrowski wished everyone a safe and Happy Holiday.

9. TRUSTEE COMMENTS.

Trustee David thanked President Henkin for including the information on Kristallnacht at the last meeting. She also thanked Library Director Shupe for the Library's commitment to inclusiveness. Trustee Rutkowski-Hines wished everyone a safe and Happy Holiday. President Henkin wished everyone a safe & Happy Holiday.

10. ADJOURNMENT.

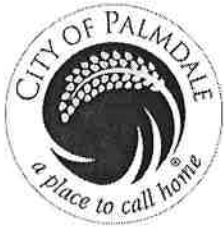
President Henkin adjourned the meeting at 5:58 p.m. to January 12, 2021 at 5:30 p.m. in the Council Chambers, 38300 Sierra Highway, Suite B, Palmdale, California.

PASSED, APPROVED, and ADOPTED this _____ day of _____ 2021.

ATTEST:

ALAN HENKIN, President
Board of Library Trustees
City of Palmdale, California

ERIN AUBREY, Assistant Secretary
Board of Library Trustees
City of Palmdale, California



Board of Library Trustees Staff Report

DATE: January 13, 2021
TO: Board of Library Trustees
FROM: Library Director

SUBJECT: RESOLUTION LB 2021-01 A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, ADOPTING AND APPROVING, CHANGING THE DAY OF ITS REGULAR MEETING FROM THE SECOND TUESDAY TO THE SECOND WEDNESDAY OF THE MONTH; TO BEGIN FEBRUARY 10, 2021 AT 5:30PM.

ISSUE

Should the Board of Library Trustees approve and adopt the proposed change to the regular scheduled meeting from the second Tuesday of the month to the second Wednesday of the month.

RECOMMENDATION

Staff recommends that the Board approve moving the day on which it meets for its regular monthly meetings from the second Tuesday of the month to the second Wednesday of the month.

BACKGROUND

The Library Board Meetings currently take place on the second Tuesday of the month. The Council Meetings take place on the first and third Tuesday of the month except for the January and July meeting which take place on the second Tuesday of the month because of the holidays. This causes the Council Chambers to be double booked for the months of January and July.

DISCUSSION

Based on the information provided by the City Clerk, the Council Chambers is available on the second Wednesday of the month.

Report to Board of Library Trustees
Re: Resolution LB 2021-01 Meeting Date Change
January 13, 2021
Page 2

FISCAL IMPACT

No fiscal impact.

Submitted by:



Robert Shupe
Library Director, Palmdale City Library



Ken Smith
Director, Parks and Recreation

**BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE
LOS ANGELES COUNTY, CALIFORNIA**

RESOLUTION NO. LB 2021-01

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, ADOPTING AND APPROVING, CHANGING THE DAY OF ITS REGULAR MEETING FROM THE SECOND TUESDAY TO THE SECOND WEDNESDAY OF THE MONTH; TO BEGIN FEBRUARY 10, 2021 AT 5:30PM.

WHEREAS, it would be of benefit to members of the public, and the Library Board itself, if its meetings were held in a visible and easily accessible location in order to help promote increased public engagement with the Board.

WHEREAS, the current schedule of the second Tuesday of the month for Library Board meetings conflicts with regularly scheduled meetings of the Palmdale City Council, by changing the meeting day, the Library Board would be able to meet in the City Council Chambers on a regular basis.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Palmdale, California:

That the Palmdale City Library Board of Trustees is hereby authorized to begin meeting as a board on the second Wednesday of the month at 5:30 PM, In the City Council Chambers, 38300 Sierra Highway Suite B, beginning February 10, 2021.

//

//

//

//

//

//

Board of Library Trustees

Resolution LB 2021-01

Page 2

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2021, by
the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

ALAN HENKIN, President
Board of Library Trustees
City of Palmdale, California

ATTEST:

ERIN AUBREY, Assistant Secretary
Board of Library Trustees
City of Palmdale, California