

1. AGENDA

Documents:

[MARCH AGENDA.PDF](#)

2. Meeting Materials

Documents:

[FEBRUARY 2021 MINUTES.PDF](#)  
[RESOLUTION LB2021-02 FINAL.PDF](#)  
[LOCAL HISTORY ROOM COLLECTION DEVELOPMENT AND RETENTION  
POLICY - DRAFT.PDF](#)

3. Approved Items

Documents:

[FEBRUARY MINUTES.PDF](#)  
[APPROVED RESO LB 2021-02.PDF](#)



# PALMDALE

*a place to call home*

**BOARD OF LIBRARY TRUSTEES MEETING  
CITY COUNCIL CHAMBERS, 38300 SIERRA HIGHWAY, SUITE B, PALMDALE CA.  
WEDNESDAY, MARCH 10, 2021  
AGENDA 511  
[www.cityofpalmdale.org](http://www.cityofpalmdale.org)**

## **WELCOME**

### **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 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](http://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 FEBRUARY 10, 2021.**
  - 4.1 Suggested motion to approve the February 10, 2021 meeting minutes.
- 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 2021-02 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, PROVIDING THE PALMDALE CITY COUNCIL A RECOMMENDATION REGARDING FINES FOR OVERDUE LIBRARY MATERIALS.**
  - 7.1 **Suggested Motion:** Move to adopt Resolution LB 2021-02. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)
- 8. DISCUSSION REGARDING ACCRUED PATRON FINES AND FEES.**
- 9. DISCUSSION REGARDING LOCAL HISTORY COLLECTION AND RETENTION POLICY.**
  - 9.1 Local History Collection and Retention Policy Draft.

**10. DIRECTOR'S REPORT.**

**11. STAFF COMMENTS.**

**12. TRUSTEE COMMENTS.**

**13. ADJOURNMENT.** This meeting is adjourned to April 14, 2021 in the Council Chamber, 38300 Sierra Highway, Suite B, Palmdale, California.

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](http://www.cityofpalmdale.org).

**MINUTES  
BOARD OF LIBRARY TRUSTEES  
CITY COUNCIL CHAMBERS,  
38300 SIERRA HIGHWAY,  
SUITE B PALMDALE CA.  
AGENDA NO. 510  
WEDNESDAY, FEBRUARY 10, 2021 - 5:30 PM**

[www.cityofpalmdale.org](http://www.cityofpalmdale.org)

**1. CALL TO ORDER.**

President Henkin called the regular meeting of the Board of Library Trustees of the City of Palmdale to order at 5:30 p.m. on February 10, 2021 in the Council Chamber, 38300 Sierra Highway, Suite B.

**2. PLEDGE OF ALLEGIANCE.**

Trustee Manning 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, Morris, Rutkowski-Hines and President Henkin. Also in attendance were Library Director Shupe, Parks & Recreation Manager Dombrowski, and Administrative Associate Aubrey.

**4. APPROVAL OF MINUTES OF SPECIAL MEETING HELD JANUARY 13, 2021.**

President Henkin presented the Minutes of the regular meeting held January 13, 2021. Trustee David moved to approve the Minutes as presented. Trustee Morris seconded the motion. The motion carried.

[January Minutes.pdf](#)

Moved by Challen David; seconded by Dolores Morris to Approve Motion to approve the minutes of the January 13, 2021 meeting.. Motion Passed: 5- 0

Voting For: Challen David, Alan Henkin, John Manning, Dolores Morris, Deborah Rutkowski-Hines

Voting Against: None

**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. Library Director Shupe informed the Library Trustees that the Library is maintaining and providing the same levels of service as it has done since the Pandemic began. Next, Library Director Shupe talked about the “Be the Change Series” virtual program that was presented on February 4<sup>th</sup> and how there were 190 households that connected to the program. This program was on the topic of systemic injustice specifically towards the African American Community. The presenter was Richard Rothstein, author of the book “The Color of Law”. Then Library Director Shupe informed the Library Trustees that the Library in conjunction with the Legacy Commons staff will present a virtual “Inkwell: Palmdale’s Book and Art Festival” on Saturday, May 1<sup>st</sup>. Applications by local authors and artists are being received and considered to be possibly featured in this new format. Next, Library Director Shupe talked about the “Who is Your Favorite African American Hero and How has She or He Influenced Your Life?” essay contest. Essays will be accepted until February 20<sup>th</sup>. The Library Board is invited to attend the virtual award ceremony on Wednesday, March 3<sup>rd</sup> at 7:00 P.M. on Zoom. More details will be forthcoming. Library Director Shupe then thanked Trustee Manning for connecting him to a local writer and singer/songwriter Jesse Davidson. Mr. Davidson has agreed to facilitate a pilot program that may possibly become a regular program. This program would be hosted and sponsored by the Library and would be done virtually at this time. Next, Library Director Shupe talked about the Local History Room. Specifically he brought to the Library Board’s attention that the collection needs a “Collection Development and Retention Policy”. Establishing this policy would allow the collection to be better managed. Library Director Shupe intends to bring a draft of the policy to the March Board of Library Trustees meeting. Lastly, Library Director Shupe informed the Library Board that he will be having surgery on March 29<sup>th</sup>. Assistant Library Director Jamielee Beck will be in charge and will attend the April Library Board meeting.

**8. DISCUSSION REGARDING LIBRARY FINES AND FEES.**

President Henkin started the discussion by outlining how the discussion would proceed. Discussion ensued. After some debate the Library Board members decided to have a Resolution created that would recommend to the City Council the elimination of overdue fines. The Library Board also agreed that the current “fee” structure should be left intact. One of the key components mentioned, was that the Resolution would have to outline how far back the fines should be eliminated. The Library Board also discussed the possibility of holding a Special Meeting to discuss the Resolution(s) between the regularly scheduled Board meetings, if needed.

**9. STAFF COMMENTS.**

Parks and Recreation Manager Dombrowski ask for clarification on holding a special meeting. President Henkin stated that if there was a resolution completed regarding the fines, they would be open to holding a special meeting.

**10. TRUSTEE COMMENTS.**

Trustee David thanked Library Director Shupe for the invitation to the “Be the Change Series”. She and several of her friends attended and was enjoyed by them all.

**11. ADJOURNMENT.**

President Henkin adjourned the meeting at 6:56 p.m. to March 10, 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:

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

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

**BOARD OF LIBRARY TRUSTEES**

**CITY OF PALMDALE**

**LOS ANGELES COUNTY, CALIFORNIA**

**RESOLUTION NO. LB 2021- 02**

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, PROVIDING THE PALMDALE CITY COUNCIL A RECOMMENDATION REGARDING FINES FOR OVERDUE LIBRARY MATERIALS.

WHEREAS studies have shown that the charging fines for overdue library materials does not significantly increase the likelihood of materials being returned on time; and

WHEREAS studies have also shown that the charging of fines for overdue library materials deters many persons from applying for a library card; and

WHEREAS many of the community members who could benefit the most from accessing library materials are those who are more likely to be deterred from applying for a library card because of the fear of having to pay overdue fines; and

WHEREAS the American Library Association Council has resolved “that imposition of monetary library fines creates a barrier to the provisions of library and information services and urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them”; and

WHEREAS the Board of Library Trustees has discussed the policy of charging fines on overdue library materials, reviewed reports provided by staff, and investigated studies on the effects of charging overdue fines on library users; and

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

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SECTION 1. That the City Council eliminate the policy and practice of charging fines on overdue library materials.

SECTION 2. Should the City Council approve the Board recommendation, an effective date will be determined by the City Council.

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

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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

ATTEST:

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

Palmdale City Library  
Local History Room Collection Development and Retention Policy  
\*Draft for First Library Board Reading\*

Background

Palmdale City Library maintains a Local History collection, which includes historical information on Palmdale as well as Antelope Valley. Fred Strasburg, eminent historian of the Antelope Valley, donated a large part of the collection, including books, maps and photographs. Materials are added to the collection when appropriate. Additionally, the Library maintains access to the local newspaper (The Palmdale Post, The South Antelope Valley Press, and The Antelope Valley Press) dating back to 1915 on microfilm and in digital format.

Purpose

The Purpose of the Palmdale City Library Local History Room Collection is to identify, acquire, organize, arrange, describe and preserve materials that will provide information about Palmdale, the Antelope Valley and the surrounding geographic area past and present. These materials will serve to support the research interests and informational needs of future generations of library patrons about the history of Palmdale and surrounding area.

Materials collected include written (diaries, letters, family histories), printed (books, pamphlets, newspaper clippings, documents, business records), graphic materials (maps, photographs, negatives), audiovisual (oral history recordings, motion picture film, video, digital audio/visual) and a very limited number of three-dimensional artifacts (dependent on size, scope, preservation requirements and relevance) that support the purpose of the collection. All materials are non-circulating and all materials will be inventoried and cataloged in the library's integrated online catalog.

Outside assistance from and collaboration with local historians and/or historical societies and other entities vested in preserving local history will be cultivated and sought regarding collection development decisions and strategies.

## Donations

The acceptance of donations of materials to this collection will be determined by the library director (or designee).

## Books

Books, both non-fiction and fiction will be included in the collection when they provide historical descriptions and insight into people, places and events in the region; also, notable local authors' works will be collected because of their notoriety – however, local authors' works will not be collected simply because they are "local."

## Photographic Images

Photographs will be included in the collection when they can be identified and are related to the local area such as known residents, prominent buildings or landmarks, special community gatherings, etc.

## City Documents and Manuscript Collections

The Local History Collection and Palmdale City Library is not a keeper of official city documents (see City Clerk's Office for such documents). However, some relevant environmental impact statements, major city development reports and city general plans may be collected. Also collected are records related to area businesses and organizations, local families and individuals who have contributed in some way to the local area (these materials are referred to as manuscripts).

## Maps

The Local History Room Collection does include maps relating to the area for all time periods.

### Audiovisual Materials

Audiovisual materials will be collected that relate to city events, audio recordings of interviews with local residents and personalities or that provide insight into the lives of area residents from previous time periods.

### Newspapers

Print copies of local newspapers, past and present will not be collected (due to the relatively short life of the newsprint they are printed on). However, microfilm and digital copies of local newspapers will be collected.

### Yearbooks/Annual

Local high school yearbooks/annuals will be acquired through direct purchase of all high schools in Palmdale and the immediately surrounding area.

### Three-Dimensional Artifacts

It is not the general practice or policy for the Palmdale City Library Local History Collection to include three-dimensional artifacts, unless an item is determined to be of particular significance relating to the local history of the area and it can be linked to one or more items in the existing collection. Most three-dimensional items will not be accepted and may be referred to a local museum or other entity in the community.

### Deaccessioning of Materials

Materials shall be retained permanently in the collection so long as they retain their physical integrity, identity and authenticity and so long as they remain relevant and useful to the purposes and activities of the Local History Room Collection.

Materials shall be deaccessioned only upon the recommendation of the library director (or designee) and only after every effort has been made to contact donors or surviving family members of donors (of donated items) to ascertain whether the family would like the donated item(s) returned to them. Written documentation shall be maintained for future reference for any such items and efforts to contact and communicate with family members.

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CITY COUNCIL CHAMBERS,  
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**2. PLEDGE OF ALLEGIANCE.**

Trustee Manning 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, Morris, Rutkowski-Hines and President Henkin. Also in attendance were Library Director Shupe, Parks & Recreation Manager Dombrowski, and Administrative Associate Aubrey.

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Voting For: Challen David, Alan Henkin, John Manning, Dolores Morris, Deborah Rutkowski-Hines

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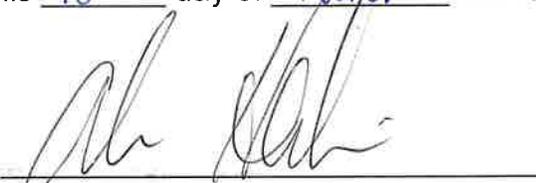
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PASSED, APPROVED, and ADOPTED this 10<sup>th</sup> day of March 2021.



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

ATTEST:



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

**BOARD OF LIBRARY TRUSTEES**

**CITY OF PALMDALE**

**LOS ANGELES COUNTY, CALIFORNIA**

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SECTION 2. Should the City Council approve the Board recommendation, an effective date will be determined by the City Council.

PASSED, APPROVED, AND ADOPTED this 10<sup>th</sup> day of March, 2021, by the following vote:

AYES: Trustees David, Manning, Morris, Rutkowski-Hines, & President Henkin

NOES: Ø

ABSTAIN: Ø ABSENT: Ø

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

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