

1. Agenda

Documents:

[JULY AGENDA.PDF](#)

2. Meeting Materials

Documents:

[RESOLUTION LB 2019-10.PDF](#)
[RESOLUTION LB 2019-11.PDF](#)

BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE, CALIFORNIA
COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CA
AGENDA NO. 492
JULY 09, 2019 5:30 P.M.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Library Office at (661) 267-5600 at least 48 hours prior to the meeting.

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL: PRESIDENT DAVID, TRUSTEES HENKIN, MANNING, MORRIS and RUTKOWSKI-HINES.
4. ORGANIZATION OF THE BOARD. Nominations are accepted from the Board for the Offices of President and President Pro Tem of the Board of Library Trustees. Elected officers will serve a one-year term.

Suggested Motions: Nominate _____ for President.

Nominate _____ for President Pro Tem.

5. APPROVAL OF MINUTES OF REGULAR MEETING HELD JUNE 11, 2019.

Suggested Motion: Move to approve the Minutes of the June 11, 2019 Meeting.
(Vote - Requires a majority to approve.)

6. PUBLIC COMMENTS ON AGENDA ITEMS. **PLEASE NOTE: A three-minute time limit** will be imposed on each speaker other than staff members.
7. 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.

8. RESOLUTION LB 2019-10 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, RATIFYING AND APPROVING THE PALMDALE CITY LIBRARY CHECK REGISTER FOR CHECKS DATED JUNE 03, 2019 TOTALING \$1,170.73.

Suggested Motion: Move to adopt Resolution LB 2019-10. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

9. RESOLUTION LB 2019-11 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, DESIGNATING BY TITLE AND NAME THOSE OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS, AND REPEALING RESOLUTION LB 2019-06 IN ITS ENTIRETY.

Suggested Motion: Move to adopt Resolution LB 2019-11. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

10. DIRECTOR'S REPORT.

11. STAFF COMMENTS.

12. TRUSTEE COMMENTS.

13. ADJOURNMENT. This meeting is adjourned to August 13, 2019 at 5:30 p.m. 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.

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

RESOLUTION NO. LB 2019-10

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, RATIFYING AND APPROVING THE PALMDALE CITY LIBRARY CHECK REGISTER FOR CHECKS DATED JUNE 03, 2019 TOTALING \$1,170.73.

WHEREAS, payroll and general warrants which are prepared in conformance with the Fiscal Year 2018-19 Budgets and certified or approved by the City Manager or Director of Recreation and Culture and/or the Library Purchasing Agent may be issued prior to Board approval; and

WHEREAS, the Board of Library Trustees of the City of Palmdale has received for review certain check registers listing certain checks which have been issued since the last Board meeting, pursuant to Ordinance No. 535, Section 2, and certain checks which have been held for Board approval.

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

SECTION 1. That the Check Registers for checks dated June 03, 2019 totaling \$1,170.73 are hereby attached and made a part of this Resolution.

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SECTION 2. That checks numbered as follows on the Check Registers are hereby ratified and approved.

JUNE 03, 2019
32111-32115

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2019, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

_____, President
Board of Library Trustees
City of Palmdale, California

ATTEST:

GRACE AMAYA, Assistant Secretary
Board of Library Trustees
City of Palmdale, California

City of Palmdale Library
AP Check Register Summary
6/3/2019

Check #	Check Date	Check Run	Vendor Name	Check Amount
32111	6/3/2019	060319L	NUPRINT	549.58
32112	6/3/2019	060319L	PALMDALE WATER	157.31
32113	6/3/2019	060319L	SO CALIF GAS CO	9.71
32114	6/3/2019	060319L	UNIQUE MANAGEMENT SERVICES INC	340.10
32115	6/3/2019	060319L	VERIZON WIRELESS	114.03

City of Palmdale Library
 AP Detail Check Register
 Check Dates 6/3/2019 - 6/3/2019

CK #	Ck Date Ck Run #	Vendor	Invoice	Account #	Account Description	Amount
32111	6/3/2019	NUPRINT				
	060319L		7193	27024001-735100-	OFFICE AND OPERATING SUPPLIES	549.58
CHECK # 32111 TOTAL						549.58
32112	6/3/2019	PALMDALE WATER				
	060319L		1092175	27024001-729100-	UTILITIES-WATER	57.09
	060319L		1092175A	27024001-729100-	UTILITIES-WATER	100.22
CHECK # 32112 TOTAL						157.31
32113	6/3/2019	SO CALIF GAS CO				
	060319L		02771362007-4/19	27024001-731000-	UTILITIES-GAS	9.71
CHECK # 32113 TOTAL						9.71
32114	6/3/2019	UNIQUE MANAGEMENT SERVICES INC				
	060319L		553168	27024001-721417-	CONT SVCS-COLLECTION SVCS	340.10
CHECK # 32114 TOTAL						340.10
32115	6/3/2019	VERIZON WIRELESS				
	060319L		9829883257	27024001-726100-	TELEPHONE	114.03
CHECK # 32115 TOTAL						114.03
CHECK RUN # 060319L						1,170.73
Total						

BOARD OF LIBRARY TRUSTEES

CITY OF PALMDALE

LOS ANGELES COUNTY, CALIFORNIA

RESOLUTION NO. LB 2019-11

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, DESIGNATING BY TITLE AND NAME THOSE OFFICIALS WHO ARE AUTHORIZED TO SIGN CHECKS AND WARRANTS, AND REPEALING RESOLUTION LB 2019-06 IN ITS ENTIRETY.

WHEREAS, the Palmdale City Library has engaged certain financial institutions as depositories of Library funds; and

WHEREAS, the Board of Library Trustees has heretofore designated by title certain officials who may sign checks, drafts, warrants, or other orders for the payment of money drawn in the name of the Board of Library Trustees;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1. For the purposes of implementing Section 4 of Ordinance No. U-1146, the following persons are designated by name and are expressly authorized to sign checks, drafts, warrants, or other orders for the payment of money drawn in the name of the Board of Library Trustees:

President	_____
or	
President Pro Tem	_____
or	
Trustee	_____
or	
Trustee	_____
or	
Trustee	_____

AND

City Manager	James Purtee
or	
Finance Manager	Carlton Holmes
or	
City Treasurer	Carlton Holmes

Assistant Finance Manager	or	Keith Kang
Deputy City Treasurer	or	Keith Kang

SECTION 2. Resolution No. LB 2019-06 is repealed in its entirety.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2019,
by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

, President
Board of Library Trustees
City of Palmdale, California

ATTEST:

GRACE AMAYA, Assistant Secretary
Board of Library Trustees
City of Palmdale, California

I. Account Information

Select One: Replace all Existing Signature Card and Amendment to Signature Card with this card New Account

Account #: (If new account, Bank will complete)

Primary Purpose of Account:
 *Does not apply to Certificates of Deposit General Business Operations (payables, receivables, payroll, taxes) Money Services Business** Casinos or Gaming**

**Additional information may be required prior to opening an account.

Account Holder Legal Name: (Must match exact name on Formation Documents) State of Formation:

Owner Business Name of Disregarded Entity: (Must match 1st line of W9)

Third Party/Funds Owner: (if applicable, W-9/W-8 required from Third Party/Funds Owner)

DBA Name: (Must provide copy of fictitious filing)

Optional Descriptive Account Title:

Statement Address:

City: State: Country: Postal Code:

II. Business Type

Corporation Sole Proprietorship Joint Venture Limited Liability Partnership
 General Partnership Limited Partnership Unincorporated Organization Association
 Government Authority Agency Other
 Limited Liability Company-Manager Managed Limited Liability Company-Member Managed Limited Liability Company-Sole Member

III. Designated Accounts Signers

Printed Name	Signature	Signer Limited to Check Signing ONLY*
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

*If you want a signer to have *only* check signing authority, you must check the box opposite the signer's name. If box is not checked, a signer will have all authority of a regular designated signer

IV. Customer Acknowledgement & Agreement

You begin or continue a deposit account relationship with us by giving us information about your business and by signing this Signature Card. By signing below, you agree to be bound by the terms of the Deposit Account Agreement, this Signature Card and any Amendment to this Signature Card you give us. You authorize each person who has signed in the Designated Account Signer section herein, to operate any account opened under the Signature Card now or in the future. The Deposit Account Agreement we give you is part of your agreement with us regarding the use of your account and it tells you the current terms governing your account. We may change the Deposit Account Agreement at any time and we will inform you of changes that affect your rights and obligations. The Deposit Account Agreement includes a provision for alternative dispute resolution. You certify that all information you may have previously provided to us regarding the beneficial ownership of your organization is, to the best of your knowledge, complete and correct, and to the extent it is not, you are now providing us with updated information as required by law. The authority to operate an account includes authority to: sign checks and other items; give us other instructions, including any form of payment instruction; withdraw funds; deposit items payable to or belonging to you; bind the business in all transactions related to the account now and in the future; and transact other administrative business (including by electronic means) relating to the account such as closing the account. We may pay out funds from your account if the check, item, or other withdrawal instruction is signed by any one of the persons authorized to sign on the account and we will have no liability to you if we do this. If you wish to restrict a designated signer's authority to check signing you must indicate that by checking the appropriate box to the right of their name. We may rely on this authorization for any account opened under this Signature Card until we receive written notice revoking the authorization at the office where we maintain the account, and we have a reasonable time to act upon such notice. You may add or delete authorized signors for this account by submitting an Amendment to this Signature Card at any time. You agree that we will have a reasonable period of time to act upon any such amendment.

For CA Public Funds only: Any person signing this Agreement for the Organization certifies that they are duly authorized to do so as evidenced by attached banking resolution/contract for deposit of moneys or existing banking resolutions/contract for deposit of money on file with us.

V. Consent to Electronic Delivery of Account Material

By signing below, you consent to have documentation regarding your accounts and services delivered through electronic delivery such as secure e-mail or our digital banking portal. Information delivered electronically may include, without limitation, sensitive information about your accounts and services, disclosures and terms governing your accounts and services, and information that could facilitate unauthorized transactions against your accounts. You will ensure the e-mail address used for electronic delivery is secure. You should check this e-mail address or our digital banking portal as important notices may be transmitted periodically. If you would like physical copies of documentation, please contact your service representative.

Printed Name	Title (Certifying individual must be authorized on Banking Resolution, Title MUST match)	Signature	Date

E-mail Address for electronic delivery (Required for new account opening): _____

VI. Substitute Form W9 / Certification (If foreign entity, W-8 required. Section VI leave blank.)

1. Name (as shown on your income tax return) do not leave this line blank.	
2. Business name/disregarded entity name, if different from above	
3.	<input type="checkbox"/> Employer Identification Number
	<input type="checkbox"/> Social Security Number

4. Federal Tax Classification; check only ONE of the following seven boxes

<input type="checkbox"/> Individual /sole proprietorship or single member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	Exemptions (Codes apply only to certain entities, not individuals) Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=corporation, S=S corporation, P=partnership) _____					
<input type="checkbox"/> Other (see instructions from IRS) _____					

Under penalties of perjury, I certify that: 1) the employer identification number or social security number shown on this form for this account holder is correct (or the account holder is waiting for a number to be issued); and 2) the account holder is not subject to backup withholding because: (a) the account holder is exempt from backup withholding, or (b) the account holder has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified the account holder that it is no longer subject to backup withholding; and 3) the account holder is a United States person (defined below*); and 4) The FATCA code(s) entered on this form (if any) indicating that the organization is exempt from FATCA reporting is correct.

Certification instructions: Cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

* If the organization listed above is a foreign entity use the applicable IRS Form W-8 (for additional information please see IRS instructions). The term "United States person" means a citizen or resident of the United States; a partnership created or organized in the United States or under the laws of the United States or of any State; a corporation created or organized in the United States or under the laws of the United States; or of any state or any estate or trust other than a foreign estate or foreign trust.

By signing below, the account holder agrees to be bound by the above Tax Information Certification.
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Printed Name	Title	Signature	Date