

1. Meeting Materials

Documents:

[AGENDA \(PDF\).PDF](#)
[AUGUST MINUTES \(PDF\).PDF](#)
[RESOLUTION LB 2019-13 \(PDF\).PDF](#)

BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE, CALIFORNIA
COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CA
AGENDA NO. 494
SEPTEMBER 10, 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. APPROVAL OF MINUTES OF REGULAR MEETING HELD AUGUST 13, 2019.

***Suggested Motion:** Move to approve the Minutes of the August 13, 2019 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 2019-13 - 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 AUGUST 08, 2019 TOTALING \$1,327.48.

***Suggested Motion:** Move to adopt Resolution LB 2019-13. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)*

8. DIRECTOR'S REPORT.

9. STAFF COMMENTS.

10. TRUSTEE COMMENTS.

11. ADJOURNMENT. This meeting is adjourned to October 08, 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.

Minutes, Board of Library Trustees

**BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE, CALIFORNIA
COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CA
AGENDA NO. 493
AUGUST 13, 2019 5:30 P.M.**

1. CALL TO ORDER.

President David called the regular meeting of the Board of Library Trustees of the City of Palmdale to order at 5:30 p.m. on August 13, 2019 in the Council Chamber, 38300 Sierra Highway, Suite B.

2. PLEDGE OF ALLEGIANCE.

Trustee Manning led the Pledge of Allegiance.

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

Responding to the roll call were Trustees Henkin, Manning, Morris and President David. Also in attendance were Library Director Shupe, Recreation Manager Dombrowski and Administrative Associate Amaya.

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

4. ADMINISTRATION OF OATH OF OFFICE.

Administrative Associate Amaya administered the Oath of Office to Trustee Henkin and Trustee Manning.

5. APPROVAL OF MINUTES OF REGULAR MEETING HELD JULY 09, 2019.

President David presented the Minutes of the regular meeting held July 09, 2019. Trustee Henkin moved to approve the Minutes as presented. Trustee Morris seconded the motion. The motion carried.

6. PUBLIC COMMENTS ON AGENDA ITEMS.

None.

7. PUBLIC COMMENTS FROM THE FLOOR.

Tina Victory, President of the Friends of the Library distributed a Friends Update Flyer and spoke about recent events. Discussion ensued about volunteers.

8. RESOLUTION LB 2019-12 - 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 28, 2019 TOTALING \$6,126.40.

President David presented Resolution LB 2019-12 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 28, 2019 totaling \$6,126.40. Trustee Henkin moved to adopt Resolution LB 2019-12. Trustee Morris seconded the motion. The motion carried with Trustees Henkin, Manning, Morris and President David all voting yes. Trustees Rutkowski-Hines was absent.

9. DIRECTOR'S REPORT.

Library Director Shupe distributed the Director's Report. Assistant Library Director Petersen spoke about attending the American Library Association Conference. Library Director Shupe distributed the "Highlights of My ALA Conference" document and spoke about attending the American Library Association Conference.

10. STAFF COMMENTS.

Recreation Manager Dombrowski complimented Library Director Shupe on his passion for library services and found it inspiring.

11. TRUSTEE COMMENTS.

Trustee Morris spoke about the City of Palmdale General Plan Community Workshop taking place in August. Library Board Members have requested that the City Manager attend a future meeting to discuss Library funding.

12. ADJOURNMENT.

President David adjourned the meeting at 6:30 p.m. to September 10, 2019 at 5:30 p.m. in the Council Chambers, 38300 Sierra Highway, Suite B, Palmdale, California.

PASSED, APPROVED, and ADOPTED this _____ day of _____ 2019.

ATTEST:

CHALLEN DAVID, President
Board of Library Trustees
City of Palmdale, California

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

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

RESOLUTION NO. LB 2019-13

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 AUGUST 08, 2019 TOTALING \$1,327.48.

WHEREAS, payroll and general warrants which are prepared in conformance with the Fiscal Year 2019-20 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 August 08, 2019 totaling \$1,327.48 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.

AUGUST 08, 2019
32122-32125

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

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

CHALLEN DAVID, 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
8/8/2019

Check #	Check Date	Check Run	Vendor Name	Check Amount
32122	8/8/2019	080819L	NUPRINT	1,053.23
32123	8/8/2019	080819L	PALMDALE WATER	155.15
32124	8/8/2019	080819L	SO CALIF GAS CO	5.07
32125	8/8/2019	080819L	VERIZON WIRELESS	114.03

City of Palmdale Library
 AP Detail Check Register
 Check Dates 8/8/2019 - 8/8/2019

CK #	Ck Date Ck Run #	Vendor	Invoice	Account #	Account Description	Amount
32122	8/8/2019	NUPRINT				
	080819L		7241	27024001-735100-	OFFICE AND OPERATING SUPPLIES	318.59
	080819L		7238	27024001-735100-	OFFICE AND OPERATING SUPPLIES	734.64
CHECK # 32122 TOTAL						1,053.23
32123	8/8/2019	PALMDALE WATER				
	080819L		1202953	27024001-729100-	UTILITIES-WATER	54.93
	080819L		1202953A	27024001-729100-	UTILITIES-WATER	100.22
CHECK # 32123 TOTAL						155.15
32124	8/8/2019	SO CALIF GAS CO				
	080819L		02771362007-6/19	27024001-731000-	UTILITIES-GAS	5.07
CHECK # 32124 TOTAL						5.07
32125	8/8/2019	VERIZON WIRELESS				
	080819L		9833832248	27024001-726100-	TELEPHONE	114.03
CHECK # 32125 TOTAL						114.03
Total	CHECK RUN # 080819L					1,327.48