

**MINUTES**  
**BOARD OF LIBRARY TRUSTEES**  
**CITY OF PALMDALE, CALIFORNIA**  
**COUNCIL CHAMBER**  
**38300 SIERRA HIGHWAY, SUITE B**  
**PALMDALE, CA**  
**AGENDA NO. 511**  
**MARCH 10, 2021 5:30 P.M.**

[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 March 10, 2021 in the Council Chamber, 38300 Sierra Highway, Suite B.

**2. PLEDGE OF ALLEGIANCE.**

Trustee Morris 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, Director of Parks and Recreation Smith, Parks & Recreation Manager Dombrowski, Assistant City Manager Ricci, Assistant Library Director Beck and Administrative Associate Aubrey.

**4. APPROVAL OF MINUTES OF REGULAR MEETING HELD FEBRUARY 10, 2021.**

President Henkin presented the Minutes of the regular meeting held February 10th, 2021. Trustee Manning moved to approve the Minutes as presented. Trustee Morris seconded the motion. The motion carried.

FEBRUARY 2021 MINUTES.pdf

Moved by John Manning; seconded by Dolores Morris to Approve the minutes of the March 10, 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. 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.**

President Henkin presented Resolution LB 2021-02 of the Board of Library Trustees of the City of Palmdale, California, Approving and Adopting the recommendation of eliminating the policy and practice of charging fines on overdue library materials. After discussion and proposed changes in some wording, Trustee Rutkowski-Hines motioned to adopt the amended Resolution LB 2021-02. Trustee David seconded the motion. The motion carried with Trustees, David, Manning, Morris, Rutkowski-Hines and President Henkin voting yes.

Resolution LB2021-02.pdf

Moved by Deborah Rutkowski-Hines; seconded by Challen David to Approve and Adopt Resolution LB 2021-02.

Motion Passed: 5 - 0

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

Voting Against: None

**8. DISCUSSION REGARDING ACCRUED PATRON FINES AND FEES.**

The Board of Library Trustees continued discussion on the financial and legal applications of deleting past accrued fines and fees. Assistant City Manager Ricci addressed the Board of Library Trustees explaining the City of Palmdale's position on the matter. Assistant City Manager Ricci said that because these fines were not recorded in the City of Palmdale's accounts receivable books that the overdue fines could be eliminated. The issue would then be to make sure this was fair and equitable to patrons who had previously had a negative credit rating impact them due to being sent to collections. The Board of Library Trustees also discussed the time span of the eliminations. After some discussion, President Henkin summarized the desire and intent of the Library Board of Trustees regarding this agenda item in these terms: 1.) That in addition to the resolution approved earlier in this meeting, that all previously accrued fines on patron accounts for materials returned overdue be deleted from those patron accounts; 2.) That fees charged to patron accounts for lost/damaged materials, processing fees for lost/damaged materials and fees for collection agency referrals that have been accrued in the last five years remain on patron accounts in an effort for the library to receive compensation for those lost/damaged

items and associated fees; 3.) That fees charged to patron accounts for lost/damaged materials, processing fees for lost/damaged materials and fees for collection agency referrals that were accrued prior to five years ago be deleted from those patron accounts – and that this become the practice and policy of the library and City of Palmdale moving forward (to delete accrued fees that are older than five years from library patron accounts).

## **9. DISCUSSION REGARDING LOCAL HISTORY COLLECTION AND RETENTION POLICY.**

Library Director Shupe presented a draft of the proposed Local History Room Collection Development and Retention Policy. He then had Assistant Library Director Beck explain the need and scope of the draft. Trustee David remarked that when crafting this retention policy, the Palmdale Library needs to make sure that what is kept in the Local History room reflects all the cultures represented in the Antelope Valley, citing Sun Village and Daisy Gibson as examples. Trustee Rutkowski-Hines echoed Trustee David about Sun Village and added the need to preserve old photographs. Trustee David also wants the Palmdale Library to possibly digitize and scan items to help save space. Library Director Shupe stated that he will incorporate these points in the draft and that it will then be on the agenda for the Library Board April meeting for possible adoption.

Local History Room Collection Development and Retention Policy - Draft for First  
Library Board Reading - 2021-03-10.pdf

## **10. DIRECTOR'S REPORT.**

Library Director Shupe thanked those who attended the Essay Contest Awards Ceremony via Zoom. Next, Library Director Shupe informed the Board of Library Trustees that he has applied for a \$500 grant, that would be used to purchase Spanish books to be distributed in a Grab & Go event for Dia De Los Ninos (International Day of Reading). Library Director Shupe said that the Library has also applied for a \$7500 grant that if received would go to fund Lunch at the Library pop-up sites during the Summer Lunch program in partnership with Palmdale School District. Library Director Shupe then informed the Board that Fawn Kemble has been hired as our new Library Associate 3 - Storytime Lead person. She started March 1<sup>st</sup>. Library Director Shupe explained that with Fawn starting there are now plans to have 10-week, pre-recorded series of storytime sessions. These sessions will be available online with two in English and one in Spanish each week. The first session will begin the week of April 5<sup>th</sup>. Then Library Director Shupe informed the Board that they will soon receive an invitation to attend a Special Board of Library Trustees meeting to be held on Thursday, May 13<sup>th</sup>. This meeting is to provide input to the Library's Strategic Plan. Next, Library Director Shupe gave the news that since COVID cases have come down, the decision to re-open the library has been made. The Palmdale Library will open to walk-in services on March 22<sup>nd</sup>. Limited capacity and a one-hour time limit are some of the restrictions which will be imposed. Lastly, Director Shupe stated that his hip replacement surgery is on schedule so Assistant Library Director Beck will be attending the April Board of Library Trustees meeting.

**11. STAFF COMMENTS.**

Parks & Recreation Manager Dombrowski thanked the Library Board on their hard work on the Resolution eliminating overdue fines.

**12. TRUSTEE COMMENTS.**

None.

**13. ADJOURNMENT.**

President Henkin adjourned the meeting at 6:37 p.m. to April 14, 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