

**MINUTES
BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE, CALIFORNIA
CITY COUNCIL CHAMBERS
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CA
AGENDA NO. 512
APRIL 14, 2021 5:30 PM**

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 April 14, 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 Assistant Library Director Beck, Parks & Recreation Manager Dombrowski, and Administrative Associate Aubrey.

4. APPROVAL OF MINUTES OF SPECIAL MEETING HELD MARCH 10, 2021.

President Henkin presented the Minutes of the regular meeting held March 10th, 2021. Trustee Rutkowski-Hines moved to approve the minutes as presented. Trustee David seconded the motion. The motion carried.

[March 10, 2021 Minutes.pdf](#)

Moved by Deborah Rutkowski-Hines; seconded by Challen David 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.

Assistant Library Director Beck read an eComment from Library Director Shupe regarding the proposed Resolutions being presented for approval. Library Director Shupe's position is that all three resolutions should be approved.

6. PUBLIC COMMENTS FROM THE FLOOR.

None.

7. RESOLUTION LB 2021-03 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, PROVIDING THE CITY OF PALMDALE A PATRON OVERDUE FINES AND ADMINISTRATIVE FEES RECOMMENDATION.

President Henkin presented Resolution LB 2021-03 of the Board of Library Trustees of the City of Palmdale, California, Providing the City of Palmdale a Patron Overdue Fines and Administrative Fees Recommendation. Trustee David moved to adopt Resolution LB 2021-03. Trustee Morris seconded the motion. The motion carried with Trustees, David, Manning, Morris, Rutkowski-Hines and President Henkin voting yes.

[Staff Report Resolution LB 2021-03 Overdue Fines and Administrative Fees Recommendation.pdf](#)
[Resolution LB 2021-03.pdf](#)

Moved by Challen David; seconded by Deborah Rutkowski-Hines to Approve and Adopt Resolution LB 2021-03.

Motion Passed: 5 - 0

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

Voting Against: None

8. RESOLUTION LB 2021-04 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, APPROVING AND ADOPTING POLICY #311 – LOCAL HISTORY ROOM COLLECTION DEVELOPMENT AND RETENTION.

President Henkin presented Resolution LB 2021-04 of the Board of Library Trustees of the City of Palmdale, California, Approving and Adopting policy #311 – Local History Room Collection Development and Retention. Trustee Rutkowski-Hines moved to adopt Resolution LB 2021-04. Trustee Morris seconded the motion. The motion carried with Trustees, David, Manning, Morris, Rutkowski-Hines and President Henkin voting yes.

[Staff Report #311 Local History Collection Development and Retention.pdf](#)
[Local History Room Collection Development and Retention Policy - A.pdf](#)
[LB2021-04 Local History Room Collection.pdf](#)
[Local History Room Collection Development and Retention Policy - proposed version for adoption - 2021-04-14.pdf](#)

Moved by Deborah Rutkowski-Hines; seconded by Dolores Morris to Approve and Adopt Resolution LB 2021-04.

Motion Passed: 5 - 0

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

Voting Against: None

9. RESOLUTION LB 2021-05 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, APPROVING AND ADOPTING THE REVISED POLICY #310 – COLLECTION DEVELOPMENT.

President Henkin presented Resolution LB 2021-05 of the Board of Library Trustees of the City of Palmdale, California, Approving and Adopting the revised policy #310 – Collection Development. Trustee Morris moved to adopt Resolution LB 2021-05. Trustee Rutkoswki-Hines seconded the motion. The motion carried with Trustees, David, Manning, Morris, Rutkowski-Hines and President Henkin voting yes.

[Staff Report #310 Collection Development.pdf](#)
[310 - Collection Development Revised 10-2013 \(002\) - proposed revision - 2021-04-14.pdf](#)
[LB2021-05 Collection Development Policy.pdf](#)
[310 - Collection Development Revised 04-2021.pdf](#)

Moved by Dolores Morris; seconded by Deborah Rutkowski-Hines to Approve and Adopt Resolution LB 2021-05.

Motion Passed: 5 - 0

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

Voting Against: None

10. DIRECTOR'S REPORT.

Assistant Library Director Beck informed the Library Board that the Library had been open to walk-in service for three weeks starting on March 22nd. The patrons are limited to one hour for browsing or to use the computers. The response of the patrons has been very positive. Next, Assistant Library Director Beck mentioned that the Library started Virtual Storytime Sessions on April 6th. This includes toddler, preschool and bilingual story time. The virtual programs include songs, games, puppet shows and finger play. Assistant Library Director Beck then informed the Library Board that the Library is continuing with Grab-n-Go events. These events include Coffee & Coloring, Teen Geek Club and one for Dia De Los Libros. The Dia De Los Libros Grab-n-Go will be done in conjunction with Inkwell: Palmdale Book and Art Festival. Inkwell will take place on May 1st over ZOOM webinar. Legacy Commons will be doing interviews with artists and the Library will be doing the interviews with authors. Next, Assistant Library Director Beck talked about the upcoming Summer Reading Program. She mentioned that it would be done virtually again just like last year. The Summer Reading Program is open to kids, teens and adults and will run from June 7th - July 30th. Next, Assistant Library Director Beck mentioned that the library is hoping to join with the Palmdale School District again this year in support of the Summer Lunch Program. Lastly, Assistant Library Director Beck updated the Library Board on Library Director Shupe's recovery. She stated that he is doing well and gradually recovering.

11. STAFF COMMENTS.

Parks & Recreation Manager Dombrowski thanked Assistant Library Director Beck for her help with the meeting and taking over for Library Director Shupe during his absence.

12. TRUSTEE COMMENTS.

Trustee Manning informed the Board that he has been nominated to the Measure AV Oversight Committee. He has been informed that he cannot serve on both the Board of Library Trustees and the Oversight Committee at the same time. He will verify this information and if that is the case, he will have to resign from the Board of Library Trustees. He will let the Board know as soon as possible. Trustee David asked how the Summer Lunch Program was to be administered and Assistant Library Director Beck said that there were no details yet. Trustees David and Morris were concerned about how the Library handled cleaning of the patron areas. Assistant Library Director Beck indicated that although the patrons are encouraged to wipe their areas down, staff also wipes patron's areas down throughout the day as well. There are also hand sanitizers positioned throughout the library for patron use. President Henkin then sent well wishes to Library Director Shupe from the Board.

13. ADJOURNMENT.

President Henkin adjourned the meeting at 6:18 p.m. to May 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

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