

1. Agenda

Documents:

[AGENDA \(PDF\).PDF](#)

2. Meeting Materials

Documents:

[RESOLUTION LB 2019-02 \(PDF\).PDF](#)

[RESOLUTION LB 2019-03 \(PDF\).PDF](#)

[STAFF REPORT - STAFF DEVELOPMENT DAY \(PDF\).PDF](#)

BOARD OF LIBRARY TRUSTEES  
CITY OF PALMDALE, CALIFORNIA  
COUNCIL CHAMBER  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CA  
AGENDA NO. 487  
February 12, 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 MRANTZ.
4. APPROVAL OF MINUTES OF REGULAR MEETING HELD JANUARY 08, 2019.  
*Suggested Motion:* Move to approve the Minutes of the January 08, 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 2019-02 - 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 JANUARY 08, 2019 TOTALING \$1,587.69.

*Suggested Motion:* Move to adopt Resolution LB 2019-02. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

8. RESOLUTION LB 2019-03 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, ADOPTING THE AMENDED PALMDALE CITY LIBRARY CLOSURE SCHEDULE FOR JANUARY 1, 2019, THROUGH JANUARY 1, 2020.

***Suggested Motion:*** Move to adopt Resolution LB 2019-03. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

9. DIRECTOR'S REPORT.

10. STAFF COMMENTS.

11. TRUSTEE COMMENTS.

12. ADJOURNMENT. This meeting is adjourned to March 12, 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](http://www.cityofpalmdale.org).

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

**RESOLUTION NO. LB 2019-02**

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 JANUARY 08, 2019 TOTALING \$1,587.69.

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 Recreation and Culture Manager 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 January 08, 2019 totaling \$1,587.69 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.

|                  |
|------------------|
| JANUARY 08, 2019 |
| 32083-32088      |

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  
1/8/2019

| <b>Check #</b> | <b>Check Date</b> | <b>Check Run</b> | <b>Vendor Name</b>             | <b>Check Amount</b> |
|----------------|-------------------|------------------|--------------------------------|---------------------|
| 32083          | 1/8/2019          | 010819L          | JENNY ORELLANA                 | 5.00                |
| 32084          | 1/8/2019          | 010819L          | NUPRINT                        | 868.17              |
| 32085          | 1/8/2019          | 010819L          | PALMDALE WATER                 | 152.76              |
| 32086          | 1/8/2019          | 010819L          | SO CALIF GAS CO                | 62.88               |
| 32087          | 1/8/2019          | 010819L          | UNIQUE MANAGEMENT SERVICES INC | 384.85              |
| 32088          | 1/8/2019          | 010819L          | VERIZON WIRELESS               | 114.03              |

City of Palmdale Library  
 AP Detail Check Register  
 Check Dates 1/8/2019 - 1/8/2019

| CK #                       | Ck Date<br>Ck Run #        | Vendor                                    | Invoice           | Account #        | Account Description           | Amount          |
|----------------------------|----------------------------|---|-------------------|------------------|-------------------------------|-----------------|
| <b>32083</b>               | <b>1/8/2019</b>            | <b>JENNY ORELLANA</b>                     |                   |                  |                               |                 |
|                            | 010819L                    |   | 12202018          | 2702400 -475100- | LIBRARY USE FEE               | 5.00            |
| <b>CHECK # 32083 TOTAL</b> |                            |   |                   |                  |                               | <b>5.00</b>     |
| <b>32084</b>               | <b>1/8/2019</b>            | <b>NUPRINT</b>                            |                   |                  |                               |                 |
|                            | 010819L                    |   | 7039              | 27024001-735100- | OFFICE AND OPERATING SUPPLIES | 868.17          |
| <b>CHECK # 32084 TOTAL</b> |                            |   |                   |                  |                               | <b>868.17</b>   |
| <b>32085</b>               | <b>1/8/2019</b>            | <b>PALMDALE WATER</b>                     |                   |                  |                               |                 |
|                            | 010819L                    |   | 806292            | 27024001-729100- | UTILITIES-WATER               | 52.54           |
|                            | 010819L                    |   | 806292A           | 27024001-729100- | UTILITIES-WATER               | 100.22          |
| <b>CHECK # 32085 TOTAL</b> |                            |   |                   |                  |                               | <b>152.76</b>   |
| <b>32086</b>               | <b>1/8/2019</b>            | <b>SO CALIF GAS CO</b>                    |                   |                  |                               |                 |
|                            | 010819L                    |   | 02771362007-11/18 | 27024001-731000- | UTILITIES-GAS                 | 62.88           |
| <b>CHECK # 32086 TOTAL</b> |                            |   |                   |                  |                               | <b>62.88</b>    |
| <b>32087</b>               | <b>1/8/2019</b>            | <b>UNIQUE MANAGEMENT<br/>SERVICES INC</b> |                   |                  |                               |                 |
|                            | 010819L                    |   | 481184            | 27024001-721417- | CONT SVCS-COLLECTION SVCS     | 384.85          |
| <b>CHECK # 32087 TOTAL</b> |                            |   |                   |                  |                               | <b>384.85</b>   |
| <b>32088</b>               | <b>1/8/2019</b>            | <b>VERIZON WIRELESS</b>                   |                   |                  |                               |                 |
|                            | 010819L                    |   | 9820056163        | 27024001-726100- | TELEPHONE                     | 114.03          |
| <b>CHECK # 32088 TOTAL</b> |                            |   |                   |                  |                               | <b>114.03</b>   |
| <b>Total</b>               | <b>CHECK RUN # 010819L</b> |   |                   |                  |                               | <b>1,587.69</b> |

City of Palmdale Library  
AP Detail Check Register  
Check Dates 1/8/2019 - 1/8/2019

| <b>CK #</b> | <b>Ck Date<br/>Ck Run #</b> | <b>Vendor</b> | <b>Invoice</b> | <b>Account #</b> | <b>Account Description</b> | <b>Amount</b> |
|-------------|-----------------------------|---------------|----------------|------------------|----------------------------|---------------|
|-------------|-----------------------------|---------------|----------------|------------------|----------------------------|---------------|

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**BOARD OF LIBRARY TRUSTEES  
CITY OF PALMDALE  
LOS ANGELES COUNTY, CALIFORNIA  
RESOLUTION NO. LB 2019-03**

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA ADOPTING THE AMENDED PALMDALE CITY LIBRARY CLOSURE SCHEDULE FOR JANUARY 1, 2019, THROUGH JANUARY 1, 2020 AND REPEALING RESOLUTION 2018-13 IN ITS ENTIRETY.

SECTION 1. The Amended Palmdale City Library Closure Schedule for January 1, 2019, through January 1, 2020, is hereby attached and made a part of this Resolution

SECTION 2. Closure to the public of all Palmdale City Library facilities is hereby authorized for the dates and times listed in the Amended Palmdale City Library Closure Schedule for January 1, 2019 through January 1, 2020.

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

| DAY       | DATE              | HOLIDAY                | LIBRARY CLOSED | CITY HOLIDAY | COMMENTS |
|-----------|-------------------|------------------------|----------------|--------------|----------|
| Tuesday   | January 1, 2019   | New Year's Day         | yes            | yes          |          |
| Monday    | January 21, 2019  | Martin Luther King     | yes            | yes          |          |
| Monday    | February 18, 2019 | Presidents' Day        | yes            | yes          |          |
| Sunday    | April 21, 2019    | Easter                 | yes            | no           |          |
| Monday    | May 27, 2019      | Memorial Day           | yes            | yes          |          |
| Thursday  | July 4, 2019      | Independence Day       | yes            | yes          |          |
| Friday    | August 16, 2019   | Staff Development Day  | yes            | no           |          |
| Monday    | September 2, 2019 | Labor Day              | yes            | yes          |          |
| Monday    | November 11, 2019 | Veterans Day           | yes            | yes          |          |
| Thursday  | November 28, 2019 | Thanksgiving Day       | yes            | yes          |          |
| Friday    | November 29, 2019 | Day After Thanksgiving | yes            | yes          |          |
| Tuesday   | December 24, 2019 | Christmas Eve          | yes            | yes          |          |
| Wednesday | December 25, 2019 | Christmas Day          | yes            | yes          |          |
| Tuesday   | December 31, 2019 | New Year's Eve         | yes            | yes          |          |
| Wednesday | January 1, 2020   | New Year's Day         | yes            | yes          |          |



# CITY OF PALMDALE

## REPORT to the Library Board of Trustees from the Library Director

DATE: February 12, 2019

SUBJECT: Approval to Close the Palmdale City Library for Staff Development Day.

ISSUING DEPARTMENT: Library

### **SUMMARY**

Issue:

Should the Board of Library Trustees approve closing the Library on Friday, August 16, 2019, for Staff Development Day?

Recommendation:

Staff recommends the Board approve the closure.

Fiscal Impact:

Minor.

### **BACKGROUND**

Like many public libraries, Palmdale City Library has closed for one day each year for a focused staff development and training day. For the year 2019, the plan had been to close the Library again on the Columbus Day Holiday (Monday, October 14, 2019 this year) for this event. This year, an expanded training opportunity has presented itself for broadened and enhanced training by joining with other Library Systems & Services (LS&S) library staff members in Southern California at Camarillo Public Library on Friday, August 16, 2019.

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Report to Library Board of Trustees  
Re: Approval to Close the Palmdale City Library for Staff Development Day  
February 12, 2019  
Page 2

If this change in date for the Staff Development Day is approved, Palmdale City Library will be closed on Friday, August 16, 2019; and the Library will remain open on Monday, October 14, 2019.

Submitted by:



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Robert Shupe  
Director, Palmdale City Library



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Keri Smith  
Director, Recreation and Culture

| DAY       | DATE              | HOLIDAY                | LIBRARY CLOSED | CITY HOLIDAY | COMMENTS |
|-----------|-------------------|------------------------|----------------|--------------|----------|
| Tuesday   | January 1, 2019   | New Year's Day         | yes            | yes          |          |
| Monday    | January 21, 2019  | Martin Luther King     | yes            | yes          |          |
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| Tuesday   | December 31, 2019 | New Year's Eve         | yes            | yes          |          |
| Wednesday | January 1, 2020   | New Year's Day         | yes            | yes          |          |