

1. Agenda

Documents:

[APRILAGENDA.PDF](#)

2. Meeting Materials

Documents:

[FEBRUARY MINUTES.PDF](#)
[MARCH MINUTES.PDF](#)
[RESOLUTION LB 2019-04.PDF](#)
[RESOLUTION LB 2019-05.PDF](#)
[RESOLUTION LB 2019-06.PDF](#)

**BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE, CALIFORNIA
COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CA
AGENDA NO. 489
APRIL 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. APPROVAL OF MINUTES OF REGULAR MEETING HELD FEBRUARY 12, 2019.

***Suggested Motion:** Move to approve the Minutes of the February 12, 2019 Meeting. (Vote - Requires a majority to approve.)*
5. APPROVAL OF MINUTES OF REGULAR MEETING HELD MARCH 12, 2019.

***Suggested Motion:** Move to approve the Minutes of the March 12, 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 2019-04 - 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 31, 2019 TOTALING \$2,635.47.

Suggested Motion: Move to adopt Resolution LB 2019-04. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

9. RESOLUTION LB 2019-05 - 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 FEBRUARY 28, 2019 TOTALING \$6,143.00.

Suggested Motion: Move to adopt Resolution LB 2019-05. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

10. RESOLUTION LB 2019-06 - 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 2018-14 IN ITS ENTIRETY.

Suggested Motion: Move to adopt Resolution LB 2019-06. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

11. DIRECTOR'S REPORT.

12. STAFF COMMENTS.

13. TRUSTEE COMMENTS.

14. ADJOURNMENT. This meeting is adjourned to May 14, 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. 487
February 12, 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 February 12, 2019 in the Council Chamber 38300 Sierra Highway, Suite B.

2. PLEDGE OF ALLEGIANCE.

President David led the Pledge of Allegiance.

3. ROLL CALL: PRESIDENT DAVID, TRUSTEES HENKIN, MANNING, AND MORRIS.

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

4. APPROVAL OF MINUTES OF REGULAR MEETING HELD JANUARY 08, 2019.

President David presented the Minutes of the regular meeting held January 08, 2019. Trustee Henkin moved to approve the Minutes as presented. Trustee Morris seconded the motion. The motion carried. Trustee Manning was absent.

5. PUBLIC COMMENTS ON AGENDA ITEMS.

None.

6. PUBLIC COMMENTS FROM THE FLOOR.

Tina Victory, President of the Friends of the Library passed out a Friends update flyer and spoke about recent events.

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.

President David presented Resolution LB 2019-02 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. Trustee Morris moved to adopt Resolution LB 2019-02. Trustee Henkin seconded the motion. The motion carried with Trustees Henkin, Morris, and President David all voting yes. Trustee Manning was absent.

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.

President David presented Resolution LB 2019-03 of the Board of Library Trustees of the City of Palmdale, California, Adopting the Amended Palmdale City Library Closure Scheduled for January 1, 2019 through January 1, 2020. Trustee Henkin moved to adopt Resolution LB 2019-03. Trustee Morris seconded the motion. The motion carried with Trustees Henkin, Morris, and President David all voting yes. Trustee Manning was absent.

9. DIRECTOR'S REPORT.

Library Director Shupe presented the Director's Report and the Semi-Annual Statistics Report to the Library Board members.

10. STAFF COMMENTS.

Recreation Manager Dombrowski stated that City Manager Purtee will attend the April meeting to speak about the library budget and that construction will begin soon in the library computer pit area.

11. TRUSTEE COMMENTS.

Trustee Henkin shared a quote by Amos Oz. Trustee David read an email from the Department of Animal Control regarding volunteers. Trustee Morris spoke about the City of Palmdale's new General Plan Advisory Committee recruitment.

12. ADJOURNMENT.

President David adjourned the meeting at 6:11p.m. to March 12, 2019 at 5:30 p.m. in the Council Chamber, 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, CALIFORNIA
COUNCIL CHAMBERS
38300 SIERRA HIGHWAY, SUITE B
MARCH 12, 2019**

OFFICIAL MINUTES

The Regular Board of Library Trustees meeting scheduled for Tuesday, March 12, 2019 at 5:30 p.m., Council Chambers, 38300 Sierra Highway, Suite B, Palmdale, California, was adjourned due to lack of quorum to April 09, 2019 at 5:30 p.m., Council Chambers, 38300 Sierra Highway, Suite B, Palmdale, California by Assistant Secretary Amaya.

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

CHALLEN DAVID, President
Board of Library Trustees

ATTEST:

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 2019-04

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 31, 2019 TOTALING \$2,635.47.

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 31, 2019 totaling \$2,635.47 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 31, 2019
32089-32093

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
1/31/2019

Check #	Check Date	Check Run	Vendor Name	Check Amount
32089	1/31/2019	013119L	NUPRINT	1,417.75
32090	1/31/2019	013119L	PALMDALE WATER	155.80
32091	1/31/2019	013119L	SO CALIF GAS CO	446.69
32092	1/31/2019	013119L	UNIQUE MANAGEMENT SERVICES INC	501.20
32093	1/31/2019	013119L	VERIZON WIRELESS	114.03

City of Palmdale Library
 AP Detail Check Register
 Check Dates 1/31/2019 - 1/31/2019

CK #	Ck Date Ck Run #	Vendor	Invoice	Account #	Account Description	Amount
32089	1/31/2019	NUPRINT				
	013119L		7073	27024001-735100-	OFFICE AND OPERATING SUPPLIES	1,417.75
CHECK # 32089 TOTAL						1,417.75
32090	1/31/2019	PALMDALE WATER				
	013119L		859212	27024001-729100-	UTILITIES-WATER	55.69
	013119L		859212A	27024001-729100-	UTILITIES-WATER	100.11
CHECK # 32090 TOTAL						155.80
32091	1/31/2019	SO CALIF GAS CO				
	013119L		02771362007-12/18	27024001-731000-	UTILITIES-GAS	446.69
CHECK # 32091 TOTAL						446.69
32092	1/31/2019	UNIQUE MANAGEMENT SERVICES INC				
	013119L		493972	27024001-721417-	CONT SVCS-COLLECTION SVCS	501.20
CHECK # 32092 TOTAL						501.20
32093	1/31/2019	VERIZON WIRELESS				
	013119L		9821992381	27024001-726100-	TELEPHONE	114.03
CHECK # 32093 TOTAL						114.03
Total	CHECK RUN # 013119L					2,635.47

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

RESOLUTION NO. LB 2019-05

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 FEBRUARY 28, 2019 TOTALING \$6,143.00.

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 February 28, 2019 totaling \$6,143.00 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.

FEBRUARY 28, 2019
32094-32099

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
2/28/2019

Check #	Check Date	Check Run	Vendor Name	Check Amount
32094	2/28/2019	022819L	CALIFA GROUP	4,906.47
32095	2/28/2019	022819L	NUPRINT	230.99
32096	2/28/2019	022819L	PALMDALE WATER	159.32
32097	2/28/2019	022819L	SO CALIF GAS CO	320.49
32098	2/28/2019	022819L	UNIQUE MANAGEMENT SERVICES INC	411.70
32099	2/28/2019	022819L	VERIZON WIRELESS	114.03

City of Palmdale Library
 AP Detail Check Register
 Check Dates 2/28/2019 - 2/28/2019

CK #	Ck Date Ck Run #	Vendor	Invoice	Account #	Account Description	Amount
32094	2/28/2019	CALIFA GROUP				
	022819L		1776	27024001-722415-	CONT SVCS-ON-LINE COSTS	4,906.47
CHECK # 32094 TOTAL						4,906.47
32095	2/28/2019	NUPRINT				
	022819L		7108	27024001-735100-	OFFICE AND OPERATING SUPPLIES	230.99
CHECK # 32095 TOTAL						230.99
32096	2/28/2019	PALMDALE WATER				
	022819L		916660	27024001-729100-	UTILITIES-WATER	59.10
	022819L		916660A	27024001-729100-	UTILITIES-WATER	100.22
CHECK # 32096 TOTAL						159.32
32097	2/28/2019	SO CALIF GAS CO				
	022819L	02771362007-1/19		27024001-731000-	UTILITIES-GAS	320.49
CHECK # 32097 TOTAL						320.49
32098	2/28/2019	UNIQUE MANAGEMENT SERVICES INC				
	022819L		495701	27024001-721417-	CONT SVCS-COLLECTION SVCS	411.70
CHECK # 32098 TOTAL						411.70
32099	2/28/2019	VERIZON WIRELESS				
	022819L		9823937398	27024001-726100-	TELEPHONE	114.03
CHECK # 32099 TOTAL						114.03
Total	CHECK RUN # 022819L					6,143.00

City of Palmdale Library
AP Detail Check Register
Check Dates 2/28/2019 - 2/28/2019

CK #	Ck Date Ck Run #	Vendor	Invoice	Account #	Account Description	Amount
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BOARD OF LIBRARY TRUSTEES

CITY OF PALMDALE

LOS ANGELES COUNTY, CALIFORNIA

RESOLUTION NO. LB 2019-06

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 2018-14 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	Challen David
or	
President Pro Tem	Alan Henkin
or	
Trustee	John J. Manning
or	
Trustee	Delores Morris
or	
Trustee	Deborah Rutkowski-Hines

AND

City Manager	James Purtee
or	
Finance Manager	Karen Johnston
or	
City Treasurer	Karen Johnston

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

SECTION 2. Resolution No. LB 2018-14 is repealed in its entirety.

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



I. ACCOUNT INFORMATION

Select One:	<input type="checkbox"/> Update (Add/Delete) Signers (existing accounts only)	<input type="checkbox"/> Replace Existing Signature Card with this card	<input type="checkbox"/> New Account
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Account # (If new account, Bank will complete):

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:
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II. BUSINESS TYPE

Business Type

<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Limited Liability Partnership
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Unincorporated Organization Association	
<input type="checkbox"/> Government Authority Agency	<input type="checkbox"/> Other	<input type="text"/>	
<input type="checkbox"/> Limited Liability Company-Manager Managed	<input type="checkbox"/> Limited Liability Company-Member Managed	<input type="checkbox"/> Limited Liability Company-Sole Member	

III. Designated Accounts Signers

Add or Delete	Printed Name	Title (if signer also on Banking Resolution, Title Must Match)	Signature	Signer Limited to Check Signing ONLY
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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 Agreement. The deposit agreement we give you is part of your agreement with us regarding use of your account and tells you the current terms governing your account. We may change the deposit agreement at any time and will inform you of changes that affect your rights and obligations. By signing below, you acknowledge receipt of the deposit agreement. The deposit agreement includes a provision for alternative dispute resolution.

By signing below, you authorize each person who has signed in the Designated Account Signer section on page one, to operate any account opened under this signature card now or in the future. The authority to operate an account includes: authority to sign checks and other items and to give us other instructions, including by electronic signature, electronic record or other electronic form, to withdraw funds; to endorse and deposit checks and other items payable to or belonging to you to the account; and to transact other administrative business, including by electronic signature, electronic record or other electronic form relating to the account, including closing the account. If you wish to restrict a designated signer's authority to check signing you must indicate that by checking the 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. By signing below, this organization agrees to be bound to the above Agreement and Authorization.

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 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. As such, you must ensure that the e-mail address that you choose below is secure and accessible by each of your designated account signers, but only by those individuals. Additionally, you should check this e-mail address 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. Employer Identification Number
 Social Security Number

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

Individual /sole proprietorship or single member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=corporation, S=S corporation, P=partnership)

Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Other (see instructions from IRS)

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.)

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