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# PALMDALE

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**BOARD OF LIBRARY TRUSTEES MEETING  
CITY COUNCIL CHAMBERS  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CA  
WEDNESDAY, JUNE 9, 2021  
5:30PM AGENDA NO 514  
[www.cityofpalmdale.org](http://www.cityofpalmdale.org)**

## **WELCOME**

### **EMERGENCY PUBLIC MEETING PROCEDURE DUE TO COVID-19**

In compliance with the April 15, 2021 County of Los Angeles Public Health Order, the Council Chamber is open for public comment, including public seating available at limited capacity. Citizens are required to wear masks and practice social distancing. Library Board members may choose to participate via conference call.

#### **How to Observe the Meeting:**

1. Spectrum local access Channel 27
2. Online live webcast at:
  - <https://cityofpalmdale.org/363/Board-of-Library-Trustees>
  - Under meetings click on: "View Library Trustees Meeting"

#### **How to Submit Public Comments on this Agenda:**

Note: Public Comments submitted will become part of the official meeting record.

1. Access the public comment form here: [www.cityofpalmdale.org/PublicComment](http://www.cityofpalmdale.org/PublicComment)
2. Fill out the form
3. Click Submit
4. The cut off times are one hour prior to the time listed on the printed agenda (e.g: 5:30 p.m. meeting cut-off is 4:30 p.m.)

**Please note:** The Library Board of Trustees is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings in order to maximize transparency and public access.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, please contact Library Office at (661)267-5600 at least 72 hours prior to the meeting.

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL: PRESIDENT HENKIN, TRUSTEES DAVID, MANNING, MORRIS AND RUTKOWSKI-HINES.
4. APPROVAL OF MINUTES OF REGULAR MEETING HELD MAY 12, 2021.
  - 4.1 Suggested Motion to Approve the May 12, 2021 Meeting Minutes.
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. DIRECTOR'S REPORT.
8. STAFF COMMENTS.
9. TRUSTEE COMMENTS.
10. ADJOURNMENT. This meeting is adjourned to July 14, 2021 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).

**MINUTES  
BOARD OF LIBRARY TRUSTEES  
CITY OF PALMDALE, CALIFORNIA  
CITY COUNCIL CHAMBERS  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CA  
AGENDA NO. 513  
WEDNESDAY, MAY 12, 2021 – 5:30 PM**

**[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 May 12, 2021 in the Council Chamber, 38300 Sierra Highway, Suite B.

**2. PLEDGE OF ALLEGIANCE.**

Trustee Rutkowski-Hines 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, Rutkowski-Hines and President Henkin. Also in attendance were Library Director Shupe, Parks & Recreation Manager Dombrowski, and Deputized Clerk Amaya. Trustee Morris was absent.

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

**4. APPROVAL OF MINUTES OF REGULAR MEETING HELD APRIL 14, 2021.**

President Henkin presented the Minutes of the regular meeting held April 14th, 2021. Trustee Manning moved to approve the minutes as presented. Trustee David seconded the motion. The motion carried. Trustee Morris was absent.

Moved by John Manning; seconded by Challen David to Approve the Minutes for the April 14, 2021 Meeting.

Motion : 4 - 0

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

Voting Against: None

**5. PUBLIC COMMENTS ON AGENDA ITEMS.**

None.

**6. PUBLIC COMMENTS FROM THE FLOOR.**

None.

**7. FISCAL YEAR 2021/22-2022/23 BIENNIAL PROPOSED BUDGET.**

Parks and Recreation Manager Dombrowski and Assistant Finance Manager Samson presented the Fiscal Year 2021/22 – 2022/23 Proposed Budget. Discussion ensued regarding the budget line items. Trustee David made a motion to approve a recommendation to the City Council to approve the budget. Trustee Rutkowski-Hines seconded the motion. The motion carried with Trustees David, Manning, Rutkowski-Hines and President Henkin voting yes. Trustee Morris was absent.

Moved by Challen David; seconded by Deborah Rutkowski-Hines to Recommend the Budget for approval by the City Council.

Motion Passed: 4 - 0

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

Voting Against: None

**8. DISCUSSION: STRATEGIC PLANNING FOR LIBRARY SERVICES IN THE CITY OF PALMDALE.**

Sara Roberts, Director of Library Operations for Library Systems and Services held a discussion for the Strategic Planning for Library Services in the City of Palmdale. Library Trustees gave input regarding current and future library services.

**9. DIRECTOR'S REPORT.**

Library Director Shupe thanked the Library Trustees for their participation in the Strategic Planning process for Palmdale City Library. Library Director Shupe also mentioned that beginning today and continuing until May 26<sup>th</sup>, members of the community are invited to take an online survey regarding library services in Palmdale. Library Director Shupe also announced that there is a program that was recorded with Jesse Davidson, a local Musician that will be made available on the Library's YouTube channel on Saturday, May 22<sup>nd</sup> at 10am. Library Director Shupe mentioned that the Library will return to pre-COVID public service hours beginning on Monday, June 7<sup>th</sup>, which will be Monday -Thursday 10am-8pm; Friday and Saturday 10am to 5pm and Sunday 1pm – 5pm. The Library will also kick off the Summer Reading Program that week. Library Director Shupe also spoke about a partnership with Glendale Public Library that will be hosting two "Be the Change Series" virtual programs. One will be on May 20<sup>th</sup> and the other on May 27<sup>th</sup>, both at 6:30pm. Parks and Recreation Manager Dombrowski gave an update on the progress of the elimination of overdue fines.

**10. STAFF COMMENTS.**

Parks and Recreation Manager Dombrowski had no additional comments other than what he spoke about during the Directors Report regarding the update on the process of eliminating overdue fines.

**11. TRUSTEE COMMENTS.**

Trustee David congratulated everyone involved in the process of eliminating overdue fines. President Henkin thanked Trustee David for speaking during the City Council meeting and also thanked everyone involved for the support in eliminating overdue fines.

**12. ADJOURNMENT.**

President Henkin adjourned the meeting at 6:41 p.m. to June 09, 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:

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ALAN HENKIN, President  
Board of Library Trustees  
City of Palmdale, California

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GRACE AMAYA, Deputized Clerk  
Board of Library Trustees  
City of Palmdale, California