

1. Agenda

Documents:

[AGENDA.PDF](#)

2. Meeting Materials

Documents:

[RESOLUTION LB 2019-15.PDF](#)

[RESOLUTION LB 2019-16.PDF](#)

[STAFF REPORT FOR RESOLUTION LB 2019-16.PDF](#)

**BOARD OF LIBRARY TRUSTEES  
CITY OF PALMDALE, CALIFORNIA  
COUNCIL CHAMBER  
38300 SIERRA HIGHWAY, SUITE B  
PALMDALE, CA  
AGENDA NO. 496  
NOVEMBER 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 RUTKOWSKI-HINES.
4. APPROVAL OF MINUTES OF REGULAR MEETING HELD OCTOBER 08, 2019.

***Suggested Motion:*** Move to approve the Minutes of the October 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 2019-15 - 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 OCTOBER 16, 2019 TOTALING \$934.98.

***Suggested Motion:*** Move to adopt Resolution LB 2019-15. (Roll Call Vote - Requires three (3) affirmative votes to adopt.)

8. RESOLUTION LB 2019-16 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, ADOPTING THE PALMDALE CITY LIBRARY CLOSURE SCHEDULE FOR JANUARY 1, 2020 THROUGH JANUARY 1, 2021.

***Suggested Motion:*** Move to pass Resolution LB 2019-16. (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 December 10, 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 2019-15**

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 OCTOBER 16, 2019 TOTALING \$934.98.

WHEREAS, payroll and general warrants which are prepared in conformance with the Fiscal Year 2019-20 Budgets and certified or approved by the City Manager or Director of Recreation and Culture 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 October 16, 2019 totaling \$934.98 are hereby attached and made a part of this Resolution.

//  
//  
//  
//  
//  
//

SECTION 2. That checks numbered as follows on the Check Registers are hereby ratified and approved.

OCTOBER 16, 2019
32131-32134

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  
10/16/2019

<b>Check #</b>	<b>Check Date</b>	<b>Check Run</b>	<b>Vendor Name</b>	<b>Check Amount</b>
32131	10/16/2019	101619L	NUPRINT	549.58
32132	10/16/2019	101619L	PALMDALE WATER	155.02
32133	10/16/2019	101619L	UNIQUE MANAGEMENT SERVICES INC	116.35
32134	10/16/2019	101619L	VERIZON WIRELESS	114.03

City of Palmdale Library  
 AP Detail Check Register  
 Check Dates 10/16/2019 - 10/16/2019

CK #	Ck Date Ck Run #	Vendor	Invoice	Account #	Account Description	Amount
<b>32131</b>	<b>10/16/2019</b>	<b>NUPRINT</b>				
	101619L		7266	27024001-735100-	OFFICE AND OPERATING SUPPLIES	549.58
				<b>CHECK # 32131 TOTAL</b>		<b>549.58</b>
<b>32132</b>	<b>10/16/2019</b>	<b>PALMDALE WATER</b>				
	101619L		1318041	27024001-729100-	UTILITIES-WATER	54.80
	101619L		1318041A	27024001-729100-	UTILITIES-WATER	100.22
				<b>CHECK # 32132 TOTAL</b>		<b>155.02</b>
<b>32133</b>	<b>10/16/2019</b>	<b>UNIQUE MANAGEMENT SERVICES INC</b>				
	101619L		558659	27024001-721417-	CONT SVCS-COLLECTION SVCS	116.35
				<b>CHECK # 32133 TOTAL</b>		<b>116.35</b>
<b>32134</b>	<b>10/16/2019</b>	<b>VERIZON WIRELESS</b>				
	101619L		9837820113	27024001-726100-	TELEPHONE	114.03
				<b>CHECK # 32134 TOTAL</b>		<b>114.03</b>
<b>Total</b>				<b>CHECK RUN # 101619L</b>		<b>934.98</b>

**BOARD OF LIBRARY TRUSTEES**  
**CITY OF PALMDALE**  
**LOS ANGELES COUNTY, CALIFORNIA**  
**RESOLUTION NO. LB 2019-16**

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA ADOPTING THE PALMDALE CITY LIBRARY CLOSURE SCHEDULE FOR JANUARY 1, 2020, THROUGH JANUARY 1, 2021.

SECTION 1. The Palmdale City Library Closure Schedule for January 1, 2020, through January 1, 2021, 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 Palmdale City Library Closure Schedule for January 1, 2020, through January 1, 2021.

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
Wednesday	January 1, 2020	New Year's Day	yes	yes	
Monday	January 20, 2020	Martin Luther King	yes	yes	
Monday	February 17, 2020	Presidents' Day	yes	yes	
Sunday	April 12, 2020	Easter	yes	no	
Monday	May 25, 2020	Memorial Day	yes	yes	
Friday	July 3, 2020	Independence Day Observed	yes	yes	
Saturday	July 4, 2020	Independence Day	yes	yes	
Friday	August 21, 2020	Staff Development Day	yes	no	
Monday	September 7, 2020	Labor Day	yes	yes	
Wednesday	November 11, 2020	Veterans Day	yes	yes	
Thursday	November 26, 2020	Thanksgiving Day	yes	yes	
Friday	November 27, 2020	Day After Thanksgiving	yes	yes	
Thursday	December 24, 2020	Christmas Eve	yes	yes	
Friday	December 25, 2020	Christmas Day	yes	yes	
Thursday	December 31, 2020	New Year's Eve	yes	yes	
Friday	January 1, 2021	New Year's Day	yes	yes	



# CITY OF PALMDALE

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

DATE: November 12, 2019

SUBJECT: Approval of the 2020 Library Closure Schedule

ISSUING DEPARTMENT: Library, LS&S

### SUMMARY

Issue:

Should the Board of Library Trustees approve the 2020 Closure Schedule?

Recommendation:

Staff recommends the Board approve the proposed schedule.

Fiscal Impact:

None

### BACKGROUND

The City of Palmdale will observe the holidays indicated on the attached schedule during the 2020 calendar year.

LS&S is proposing a holiday Library operating schedule based upon funding and availability, independent of City restrictions and schedules. Therefore, staff recommends the Library be open during the City furlough from December 26, 2020 through December 30, 2019.

Submitted by:

A handwritten signature in blue ink, appearing to read "Robert Shupe", written over a horizontal line.

Robert Shupe  
Director, Palmdale City Library

A handwritten signature in blue ink, appearing to read "Keri Smith", written over a horizontal line.

Keri Smith  
Director, Recreation and Culture

Attachment A

DAY	DATE	HOLIDAY	LIBRARY CLOSED	CITY HOLIDAY	COMMENTS
Wednesday	January 1, 2020	New Year's Day	yes	yes	
Monday	January 20, 2020	Martin Luther King	yes	yes	
Monday	February 17, 2020	Presidents' Day	yes	yes	
Sunday	April 12, 2020	Easter	yes	no	
Monday	May 25, 2020	Memorial Day	yes	yes	
Friday	July 3, 2020	Independence Day Observed	yes	yes	
Saturday	July 4, 2020	Independence Day	yes	yes	
Friday	August 21, 2020	Staff Development Day	yes	no	
Monday	September 7, 2020	Labor Day	yes	yes	
Wednesday	November 11, 2020	Veterans Day	yes	yes	
Thursday	November 26, 2020	Thanksgiving Day	yes	yes	
Friday	November 27, 2020	Day After Thanksgiving	yes	yes	
Thursday	December 24, 2020	Christmas Eve	yes	yes	
Friday	December 25, 2020	Christmas Day	yes	yes	
Thursday	December 31, 2020	New Year's Eve	yes	yes	
Friday	January 1, 2021	New Year's Day	yes	yes	