

1. AGENDA

Documents:

[FEBRUARY 10, 2021 AGENDA 510.PDF](#)

2. Meeting Materials

Documents:

[JANUARY 2021 MINUTES.PDF](#)



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**BOARD OF LIBRARY TRUSTEES MEETING
CITY COUNCIL CHAMBERS, 38300 SIERRA HIGHWAY, SUITE B PALMDALE CA.
WEDNESDAY, FEBRUARY 10, 2021
AGENDA NO. 510
www.cityofpalmdale.org**

WELCOME

EMERGENCY PUBLIC MEETING PROCEDURE DUE TO COVID-19

As a result of the COVID-19 emergency, and resulting orders and direction from the President of the United States, the Governor of the State of California, and the County of Los Angeles Department of Public Health temporary Health Officer Order, effective Tuesday, December 1, 2020, the Palmdale City Council Chamber will be closed to the public, until further notice. 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**
- 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 SPECIAL MEETING HELD JANUARY 13, 2021.**
 - 4.1 SUGGESTED MOTION TO APPROVE THE MINUTES OF THE JANUARY 13, 2021 MEETING.**
- 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. DISCUSSION REGARDING LIBRARY FINES AND FEES.**
- 9. STAFF COMMENTS.**
- 10. TRUSTEE COMMENTS.**
- 11. ADJOURNMENT. This meeting is adjourned to March 10, 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.

Minutes, Board of Library Trustees

**BOARD OF LIBRARY TRUSTEES
CITY OF PALMDALE, CALIFORNIA
COUNCIL CHAMBER
38300 SIERRA HIGHWAY, SUITE B
PALMDALE, CA
AGENDA NO. 509
JANUARY 13, 2021 5:30 P.M.**

1. CALL TO ORDER.

President Henkin called the regular meeting of the Board of Library Trustees of the City of Palmdale to order at 5:31 p.m. on January 13, 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 Administrative Associate Aubrey. Trustee Morris was absent.

4. APPROVAL OF MINUTES OF REGULAR MEETING HELD DECEMBER 08, 2020.

President Henkin presented the Minutes of the regular meeting held December 08, 2020. Trustee David moved to approve the Minutes as presented. Trustee Rutkowski-Hines seconded the motion. The motion carried.

5. PUBLIC COMMENTS ON AGENDA ITEMS.

None.

6. PUBLIC COMMENTS FROM THE FLOOR.

None.

7. RESOLUTION LB 2021-01 - A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF PALMDALE, CALIFORNIA, APPROVING AND ADOPTING, CHANGING THE DAY OF ITS REGULAR MEETING FROM THE SECOND TUESDAY TO THE SECOND WEDNESDAY OF THE MONTH; TO BEGIN FEBRUARY 10, 2021 AT 5:30

President Henkin presented Resolution LB 2021-01 of the Board of Library Trustees of the City of Palmdale, California, Approving and Adopting, Changing the Day of its Regular Meeting from the Second Tuesday to the Second Wednesday of the month; to begin February 10, 2021 at 5:30 p.m. Trustee Rutkowski-Hines motioned to adopt Resolution LB 2021-01 and Trustee David seconded the motion. The motion carried with Trustees, David, Manning, Rutkowski-Hines and President Henkin voting yes. Trustee Morris was absent.

8. DIRECTOR'S REPORT.

Library Director Shupe gave a verbal report and distributed documents as well. Library Director Shupe remarked that because of the increase in COVID cases internal staff meetings would be done virtually. Additionally, any new programming would also have to be done virtually. All levels of service continue to be maintained even during the increase in COVID cases. Next, Library Director Shupe gave an update on the completion of the Fall Lunch Library Literacy Outreach Program. Overall, 15 school sites were visited, and an estimated 10,275 attendees received about 8,000 free books and other library and literacy materials. Next, Library Director Shupe talked about the Patron Holiday Grab & Go Program. Approximately 300 children attended with their adults and received a goodie bag containing craft and coloring materials related to Christmas, Kwanzaa and Hanukkah. Next, Library Director Shupe talked about the Library's Community Inclusiveness Committee's efforts to post and share multiple informational posts on social media promoting library materials pertaining to Hanukkah and Kwanzaa and the positive feedback that was received. Library Director Shupe also gave updates on other programs such as Coffee & Coloring, Teen Geek Club, Virtual Writing Club and National Hobby Month program. Library Director Shupe then talked about Inkwell: Palmdale's Book and Art Festival which will be held on May 1, 2021. This collaboration between Legacy Commons, the City Parks and Recreation Department and the Library has invited local authors and artists to apply to participate. It will be a virtual program this year. Lastly, Library Director Shupe talked about the essay writing contest the Library is sponsoring. It will run from January 19th through February 20th and the topic is "Who is Your Favorite African American Hero and How has She or He Influenced Your Life?" The contest is open for 6th to 12th grade students. Wednesday March 3rd the winners will be recognized during a Zoom webinar.

9. DISCUSSION REGARDING LIBRARY FINES AND FEES.

Library Director Shupe provided a handout outlining the Fine Free Proposal which could possibly lead to eliminating overdue fines. Several questions were asked and after much discussion Trustee David asked that this item be added to the agenda for next month so that it could be discussed further.

10. STAFF COMMENTS.

Parks and Recreation Manager Dombrowski thanked everyone for attending this meeting via zoom on short notice.

11. TRUSTEE COMMENTS.

Trustee David invited everyone to a day of service to clean up the Amargosa Creek area in honor of Martin Luther King Day on Saturday, January 16th from 7 a.m. to 5 p.m. President Henkin taught everyone a new Yiddish word – Oysgezooomt! Which translates to over-zoomed in reference to too many zoom meetings.

12. ADJOURNMENT.

President Henkin adjourned the meeting at 6:30 p.m. to February 10, 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

ERIN AUBREY, Assistant Secretary
Board of Library Trustees
City of Palmdale, California