



*City of Arts & Innovation*

# Board of Library Trustees

---

**TO: BOARD OF LIBRARY TRUSTEES**

**DATE: JULY 23, 2018**

**FROM: RIVERSIDE PUBLIC LIBRARY**

**SUBJECT: DETERMINE WHETHER TRUSTEE EVANS ABSENCE FROM THE BOARD OF LIBRARY TRUSTEES MEETING ON JUNE 25, 2018, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

## **ISSUE:**

Determine whether Trustee Evans absence from the Board of Library Trustees meeting on June 25, 2018, should be recorded as an excused or unexcused absence.

## **RECOMMENDATION:**

That the Board of Library Trustees determine whether Trustee Evans absence from the Board of Library Trustees meeting on June 25, 2018, should be recorded as an excused or unexcused absence.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23035, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The board is required to express in its official minutes if the absence of the board member is excused or unexcused.

## **DISCUSSION:**

In accordance with the rules stated above, Trustee Evans notified Library Administration on June 7, 2018, that he would not be in attendance at the June 25, 2018, Board meeting.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Erin Christmas, Acting Library Director  
Approved by: Lea Deesing, Assistant City Manager