



*City of Arts & Innovation*

# Board of Library Trustees

---

**TO: BOARD OF LIBRARY TRUSTEES** **DATE: DECEMBER 13, 2021**

**FROM: RIVERSIDE PUBLIC LIBRARY** **WARD: ALL**

**SUBJECT: DETERMINE WHETHER THE ABSENCE OF TRUSTEE SEIPEL FROM THE  
NOVEMBER 8, 2021 BOARD OF LIBRARY TRUSTEES REGULAR MEETING  
SHOULD BE EXCUSED OR UNEXCUSED**

## **ISSUE:**

Determine whether the absence of Trustee Seipel from the November 8, 2021 Board of Library Trustees Regular meeting should be excused or unexcused.

## **RECOMMENDATION:**

That the Board of Library Trustees determine whether the absence of Trustee Seipel from the November 8, 2021 Board of Library Trustees Regular meeting should be excused or unexcused.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, 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.

Pursuant to the City Charter Section 805 specifies that if a member of a board or commission member is absent from three consecutive regular meetings, unless by permission of the board or commission expressed in its official minutes, the City Council can declare the office vacant.

## **DISCUSSION:**

According to the rules stated above, Trustee Seipel notified Library Administration that she would not be attending the November 8, 2021, meeting.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Erin Christmas, Library Director

Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Rafael Guzman, Assistant City Manager