



Board of Library Trustees

City of Arts & Innovation

TO: BOARD OF LIBRARY TRUSTEES **DATE: MARCH 13, 2023**

FROM: RIVERSIDE PUBLIC LIBRARY **WARDS: ALL**

SUBJECT: RECEIVE AND FILE THE BOARD/COMMISSION ATTENDANCE POLICY - RESOLUTION NO. 23618

ISSUE:

Receive and file the Board/Commission Attendance Policy - Resolution No. 23618.

RECOMMENDATION:

That the Board of Library Trustees receive and file the Board/Commission Attendance Policy - Resolution No. 23618.

BACKGROUND

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, Board Members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the board/commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

If a member of a board or commission absents himself/herself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, or is convicted of a crime of moral turpitude, or cease to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council.

The City Clerk shall notify the Mayor or appropriate Councilmember for Ward specific seats in the event a board or commission member is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in a calendar year.

DISCUSSION:

To ensure effective operation of the Board of Library Trustees, all Trustees are requested to provide sufficient notification to Library Administrative Office at least 24 hours prior to the scheduled Board meeting.

STRATEGIC PLAN ALIGNMENT:

The review of Attendance Policy Resolution No. 23618 aligns with Strategic Priority No. 5 – *High Performing Government* and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision making.

This item aligns with each of the five Cross-Cutting Threads as described below:

1. **Community Trust** – The review of Attendance Policy Resolution improves community trust by establishing transparency in Library operations.
2. **Equity** – The review of Attendance Policy Resolution ensures that the Board and every member of the community has equal access to share in the benefits of community progress.
3. **Fiscal Responsibility** – The review of Attendance Policy Resolution has no fiscal impact.
4. **Innovation** – The review of Attendance Policy Resolution ensures that the public is informed about how the City of Riverside is inventive and timely in meeting the community’s changing needs and prepares for the future through collaborative partnerships and adaptive processes.
5. **Sustainability and Resiliency** – The review of Attendance Policy Resolution ensures that the public is informed that the City Riverside is committed to meeting the needs of the present without compromising the needs of the future and ensuring the City of Riverside’s capacity to persevere, adapt and grow during good and difficult times alike.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Erin Christmas, Library Director