



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES

DATE: JUNE 27, 2016

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: BOARD OF LIBRARY TRUSTEES BY LAWS AMENDMENT

ISSUE:

Provide an updated Board of Library Trustees By Laws Document.

RECOMMENDATION:

That the Board of Library Trustees receive and approve changes to the By Laws (attached) amending to remove reference to the Checking Account under Section 5(e) Officers (Charter Section 804) the President, Vice President and Secretary shall be signers on the Board checking account.

BACKGROUND:

On February 27, 2012, the Library Board was presented with internal audit findings that recommended dissolution of the Bank of America Library Board Checking Account. The checking account contained trust funds from which expenditures were approved. Funds from this account were transferred to the City's Treasury, and made available to the Library's department budget in accordance with the City Charter and Centralized Purchasing System. The Board approved the recommendations from Internal Audit to close the checking account.

DISCUSSION:

The Library Board's By Laws require amending to remove reference to the Checking Account under Section 5(e) Officers (Charter Section 804) the President, Vice President and Secretary shall be signers on the Board checking account, as all trust funds expenditures are available for department use via the City's Centralized Purchasing system.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Tonya Kennon, Library Director

Approved by: Alexander T. Nguyen, Assistant City Manager

Attachment: By Laws