



*City of Arts & Innovation*

# Board of Library Trustees

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**TO: BOARD OF LIBRARY TRUSTEES**

**DATE: OCTOBER 23, 2017**

**FROM: RIVERSIDE PUBLIC LIBRARY**

**SUBJECT: CANCEL NOVEMBER 27 AND DECEMBER 25 REGULAR MEETINGS**

**ISSUES:**

Consider cancelling or rescheduling the regular meetings of November 27 and December 25, 2017.

**RECOMMENDATIONS:**

That the Board of Library Trustees:

1. Cancel the regularly scheduled meeting of November 27 and determine if a special meeting is needed in November and select a special meeting date; and
2. Cancel the regularly scheduled Board of Library Trustees meeting of December 25 in observance of local holiday and determine if a special meeting is needed in December and select a special meeting date.

**BACKGROUND:**

Section 6(a) of the By-Laws of the Board of Library Trustees (Board) meetings rules set the regular meeting schedule of the Board of Library Trustees as the fourth Monday of each month, unless otherwise agreed upon in advance by the Board. Additionally, Ordinance No. 7301 known as the Sunshine Ordinance indicates if a regular meeting for any local body falls on a holiday, the meeting shall be held on the next regular meeting day unless otherwise noticed as a special meeting for which notice is given at least five calendar days in advance.

**DISCUSSION:**

The City of Riverside will observe December 25, 2017, as a holiday and will be closed for business. In anticipation of Board and staff holiday vacations and closure, Director Kennon recommends that the Board cancel the regular meetings of November 27 and December 25 and reconvene January 22, 2018.

**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