



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES **DATE: FEBRUARY 25, 2019**

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: DETERMINE WHETHER TRUSTEE HOUSE'S ABSENCE FROM THE BOARD OF LIBRARY TRUSTEES MEETING ON JANUARY 28, 2019, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE

ISSUE:

Determine whether Trustee House's absence from the Board of Library Trustees meeting on January 28, 2019, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Board of Library Trustees determine whether Trustee House's absence from the Board of Library Trustees meeting on January 28, 2019, 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:

According to the rules stated above, Trustee House notified Library Administration on January 14, 2019, that she would not be in attendance at the January 28th 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: Lea Deesing, Assistant City Manager