



*City of Arts & Innovation*

# Board of Library Trustees

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**TO: BOARD OF LIBRARY TRUSTEES**

**DATE: JANUARY 27, 2020**

**FROM: RIVERSIDE PUBLIC LIBRARY**

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

## **ISSUE:**

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

## **RECOMMENDATION:**

That the Board of Library Trustees determine whether Trustee Evan's absence from the Board of Library Trustees meeting on October 28, 2019, should be recorded as an excused or unexcused absence.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23437, 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 Evan's notified Library Administration on September 23, 2019, that he would not be in attendance at the October 28, 2019, 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