



*City of Arts & Innovation*

# Board of Library Trustees

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**TO: BOARD OF LIBRARY TRUSTEES** **DATE: SEPTEMBER 13, 2021**

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

**SUBJECT: DETERMINE WHETHER TRUSTEE TATE'S ABSENCE FROM THE BOARD OF LIBRARY TRUSTEES MEETING ON JUNE 14, 2021, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

## **ISSUE:**

Determine whether Trustee Tate's absence from the Board of Library Trustees meeting on June 14, 2021, should be recorded as an excused or unexcused absence.

## **RECOMMENDATION:**

That the Board of Library Trustees determine whether Trustee Tate's absence from the Board of Library Trustees meeting on June 14, 2021, should be recorded as an excused or unexcused absence.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, 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 Tate notified Library Administration that he would not be attending the June 14, 2021, meeting.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Erin Christmas, Library Director  
Approved by: Kris Martinez, Interim Assistant City Manager