



# Board of Library Trustees

*City of Arts & Innovation*

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**TO:** **BOARD OF LIBRARY TRUSTEES** **DATE: MARCH 11, 2024**  
**FROM:** **RIVERSIDE PUBLIC LIBRARY** **WARDS: ALL**  
**SUBJECT: RECORD EXCUSED TRUSTEE STEINBRICK ABSENCE FROM THE FEBRUARY 12, 2024, REGULAR MEETING**

**ISSUE:**

Record the absence of Trustee Steinbrick from the February 12, 2024, regular meeting as excused.

**RECOMMENDATION:**

That the Board of Library Trustees consider recording the absence of Trustee Steinbrick from the February 12, 2024, regular meeting as excused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, 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 City Charter Section 805, if a member of a Board or Commission 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:**

Trustee Steinbrick was absent from the February 12, 2024, meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: **Angela Henson, Senior Management Analyst**  
Approved by: **Erin Christmas, Library Director**