Board of Library Trustees

City of Arts & Innovation

TO: **BOARD OF LIBRARY TRUSTEES** **DATE: NOVEMBER 13, 2023**

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

SUBJECT: **RECORD EXCUSED TRUSTEE STEINBRICK ABSENCE FOR THE AUGUST 14, 2023, REGULAR MEETING**

ISSUE:

Record excused Trustee Steinbrick absence for the August 14, 2023, regular meeting.

RECOMMENDATION:

That the Board of Library Trustees record the absence of Trustee Steinbrick from the August 14, 2023, 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:

Staff received notification that Trustee Steinbrick would not attend the August 14, 2023, regular meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Jessica Herdina, Assistant Library Director