Board of Library Trustees

City of Arts & Innovation

TO: **BOARD OF LIBRARY TRUSTEES** **DATE: MAY 11, 2026**

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

SUBJECT: **RECORD EXCUSED PRESIDENT STEINBRICK, TRUSTEE ELLSTRAND, TRUSTEE SAMUELS, TRUSTEE SMITH, AND TRUSTEE RAZZOUK ABSENCE FROM APRIL 13, 2026 REGULAR MEETING**

ISSUE:

Record excused President Steinbrick, Trustee Ellstrand, Trustee Samuels, Trustee Smith, and Trustee Razzouk absence from the April 13, 2026, regular meeting.

RECOMMENDATION:

That the Board of Library Trustees record the absence of President Steinbrick, Trustee Ellstrand, Trustee Samuels, Trustee Smith, and Trustee Razzouk from April 13, 2026, 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:

On April 13, 2026, Library staff received notification that President Steinbrick, Trustee Ellstrand, Trustee Samuels, Trustee Smith, and Trustee Razzouk would not be able to attend the April 13, 2026, regular meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Melissa Carrillo, Executive Assistant
Approved by: Erin Christmas, Library Director