



# STAFF REPORT

---

<b>MEETING DATE:</b>	June 18, 2024
<b>MEETING TYPE:</b>	Atwell Public Library Advisory Board
<b>SUBMITTED BY:</b>	Olivia Daniels, Librarian
<b>AGENDA CAPTION:</b>	Discuss and consider quarterly board meetings.

---

## **Background Information**

The library board has been meeting on the third Tuesday of every month, with the exception of the holidays and those that affect city council meeting dates. With low regular attendance since August 2023, staff proposes to change monthly meetings to quarterly meetings. To reduce burnout meeting quarterly can help board members manage their own time and energy, allowing them to prioritize tasks and focus on high-impact activities, rather than being overwhelmed by frequent meetings. Additionally, meeting quarterly is more aligned with the library's goals and objectives, allowing staff to focus on key initiatives and make progress towards achieving them.

## **Budget Implications**

N/A

## **Operational Impact**

N/A

## **Legal Review**

N/A

## **Staff Recommendation**

Staff recommends approval of the library board meeting quarterly.

## **Supporting Documentation and Attachments**

1. Library Board § 1.12.033. 1992 Code, sec. 8.802