

Memorandum

To: MPL Library Board

From: Julia Lee, Youth Services Manager; Amy Eisenschenk, Materials Manager; Karen Hansen, Public Services Manager; Stacey Bialek, Facilities Manager

Re: December Board meetings

Date: October 25, 2021

As you are aware, the monthly Library Board meeting is scheduled for the fourth Monday of each month at 5:00 pm.

In December, this will be Monday, December 27, between Christmas and New Year's.

We would appreciate the Board consider moving this meeting to the previous Monday (December 20) to ensure a quorum as they have done in the past