

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Susan Sneddon, City Clerk
DATE: September 15, 2009
SUBJECT: Consideration of a Resolution rescinding an appointment to the Napa City-County Library Commission and directing the City Clerk to advertise for applicants to fill the vacancy.

APPROVAL FOR FORWARDING:


 James C. McCann, City Manager

1 **ISSUE:** Consideration of a Resolution rescinding an appointment to the Napa City-County
 2 Library Commission (Library Commission) and directing the City Clerk to advertise for
 3 applicants to fill the vacancy.
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5 **RECOMMENDATION:** Adopt Resolution.
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7 **BACKGROUND/DISCUSSION:** On December 16, 2008 Jennifer Kerns was appointed to fill a
 8 vacancy as the City's representative to the Library Commission, and on May 19, 2009 Ms.
 9 Kerns was re-appointed to a three-year term on the Library Commission. Napa County Library
 10 Director Kreimeier recently reported to City staff that Ms. Kerns has only attended three of the
 11 eight regularly scheduled Library Commission meetings since her initial appointment. Ms.
 12 Kreimeier reported that the eight meetings that Ms. Kerns missed are unexcused absences. The
 13 Library Commission By-Laws state that each member is expected to attend meetings regularly,
 14 and if three consecutive meetings are missed they may assume that the member is no longer
 15 interested in a commitment to the Commission.
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17 Napa County Library Director Kreimeier reported that Ms. Kerns has not replied to multiple
 18 phone messages and mailed requests. City staff has also been unsuccessful in obtaining a
 19 response to numerous contact efforts. To date Ms. Kerns has not submitted a resignation letter
 20 therefore staff recommends that Ms. Kerns be removed from the Library Commission and that
 21 the City Clerk be directed to advertise for a vacancy.
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23 **FISCAL IMPACT:** None.
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25 **ATTACHMENTS:**

- 26 1. Draft Resolution

