

**MEETING DATE:** June 25, 2020

**TO:** Library Board of Trustees

**FROM:** Judy Booth, Library Director

**SUBJECT:** LIBRARY CHECK APPROVAL FOR JUNE 25, 2020 MEETING

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#### SUMMARY

It is not possible to have the Library checks processed in time for board approval at the June 25, 2020 meeting. Since the expenditures are in keeping with the Library's 2019-20 Budget, staff asks that vendors receive their checks without the need for a Special Meeting of the Board to secure the board's approval.

#### RECOMMENDATION

Approve the sending of this month's library checks without approval by the board at either their June 25, 2020 meeting or a Special Meeting.

#### FISCAL IMPACT

None.

#### DISCUSSION

It is not possible to have the Library checks processed in time for board approval at the June 25, 2020 meeting. Since the expenditures are in keeping with the Library's 2019-20 Budget, staff asked that vendors receive the checks without the need for a Special Meeting of the Board to secure the board's approval.