



MEMORANDUM

Agenda Item #10

To: **Board of Trustees**

Date: **September 17, 2021**

From: **Donna Pittman, Library Director**

Subject: **Staff Development Day Change** (Action Item)

I am requesting approval to close the Main Library and Douglass Branch Library for Staff Development Day on Friday, March 18, 2022 instead of on Friday, November 12, 2021, as previously approved. We are postponing this due to current pandemic conditions and concern about having 100 staff members meeting together for an entire day.