



MEMORANDUM

Agenda Item #8

To: **Board of Trustees**

Date: **January 12, 2024**

From: **Brittany Millington, Library Director**

Subject: **Staff Development Day 2024** (Action Item)

Staff Development Day is a day of learning, training, and morale building for Library staff. Staff Development Day includes learning new information and building excitement for the work we do together at the Library. The day also includes critical training on safety and emergency situations. I request the Library Board's approval to close the Library for the annual Staff Development Day on Friday, November 8, 2024.

The Main Library and Douglass Branch will be closed for the day.