



DATE: October 10, 2019

AGENDA ITEM # 3

TO: Library Commission
FROM: Jaime Chew, Recreation & Community Services Manager
SUBJECT: Commission Training

RECOMMENDATION:

Review Commission Handbook and receive training

BACKGROUND

All Commissions must be trained on the processes and responsibilities involved with being on an advisory commission for the City of Los Altos.

DISCUSSION

The Los Altos City Council recently appointed new members to fill vacancies on the Library Commission. The staff liaison will conduct a basic training for the entire Commission.

The Library Commission will be trained in the following areas:

1. Brown Act
2. Meeting Process
3. Commissioner / Staff Liaison roles and expectations

ATTACHMENTS

1. Commission Handbook

