



To: Ayliin Hernandez

From: Craig E. Leen, City Attorney for the City of Coral Gables

A handwritten signature in black ink, appearing to be "CL", is written over the name "Craig E. Leen".

RE: Legal Opinion Regarding Coral Gables Library Advisory Board –Monthly Meetings)

Date: January 6, 2014

It is my understanding that the library Advisory Board is required to meet every other month or upon the call of the Chairperson or Secretary of the library Advisory Board (I am copying the City Clerk so he can confirm or comment as well). The Chairperson or Secretary could therefore lawfully call meetings more frequently than every other month if there is a need. The additional meetings would then need to be properly noticed in accordance with the Sunshine Law. I would counsel the Board to confer with staff, however, to ensure there is a meeting place and sufficient resources to conduct more frequent meetings.

Hernandez, Cristina

From: Leen, Craig
Sent: Monday, January 06, 2014 10:13 AM
To: Hernandez, Cristina
Subject: FW: LAB - Request to change the meeting schedule

Please place in the opinion folder.

Craig E. Leen
City Attorney

From: Leen, Craig
Sent: Monday, January 06, 2014 10:13 AM
To: Hernandez, Ayliin
Cc: Boberman, Bob; Keller, Jessica; Foeman, Walter; Thornton, Bridgette
Subject: RE: LAB - Request to change the meeting schedule

It is my understanding that the Library Advisory Board is required to meet every other month or upon the call of the Chairperson or Secretary of the Library Advisory Board (I am copying the City Clerk so he can confirm or comment as well). The Chairperson or Secretary could therefore lawfully call meetings more frequently than every other month if there is a need. The additional meetings would then need to be properly noticed in accordance with the Sunshine Law. I would counsel the Board to confer with staff, however, to ensure there is a meeting place and sufficient resources to conduct more frequent meetings.

Craig E. Leen
City Attorney

From: Hernandez, Ayliin
Sent: Thursday, December 26, 2013 11:14 AM
To: Leen, Craig
Cc: Boberman, Bob; Keller, Jessica
Subject: LAB - Request to change the meeting schedule

Good morning Mr. Leen,
The Library Advisory Board would like to change their meeting schedule. They would like to meet every month, as opposed to the every other month.
Please advise if this is possible and if so, what steps need to be followed.
Thank you,
Ayliin