



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk
Michael Olson, Director of Finance and Administration

Date: January 13, 2016

Subject: Library Board Resignation

RECOMMENDATION:

That Council acknowledges receipt of Eric DeJong's resignation from the Kirkland Library Board and approves the attached draft response. These actions will occur through the adoption of the memo and letter as part of the approved consent calendar.

BACKGROUND DISCUSSION:

Mr. DeJong was appointed to the Library Board for a second term in March 2013 and his resignation was effective January 11, 2016. Recruitment to fill the vacancy for the remainder of the unexpired term (ending March 31, 2017) will be included with the upcoming annual Board and Commission recruitment.

From: Eric DeJong <dejong_e@yahoo.com>
Date: January 12, 2016 at 4:51:32 PM PST
To: <CityCouncil@kirklandwa.gov>
Cc: <KAnderson@kirklandwa.gov>
Subject: FW: Resigning from Library Board

Thank you, Kathy.

Dear Kirkland City Council,

Please find my notice of resignation to the Kirkland Library Board below effective immediately.

Thanks you,
Eric DeJong

From: [Kathi Anderson](#)
Sent: 1/11/2016 8:04
To: [Eric DeJong](#)
Subject: Re: Resigning from Library Board

Good morning Eric,
Sorry to hear this; resignations are properly addressed to the city council, as they appointed you. Would you mind doing so, with an effective date, and cc-ing me?
CityCouncil@kirklandwa.gov
That would provide us with what we need to proceed with filling the vacancy.
Thanks,
Kathi

On Jan 10, 2016, at 11:07 PM, Eric DeJong <dejong_e@yahoo.com> wrote:

Hi Kathy,

Please accept this message as my resignation for my Kirkland Library Board post.

Thanks,
Eric DeJong

DRAFT

January 20, 2016

Eric DeJong
12425 95th Avenue NE
Kirkland, WA 98034

Dear Eric,

We have regretfully received your resignation from the Library Board.

The City Council appreciates your contribution to the Board, and we thank you for volunteering your time and talent to serve the Kirkland community.

Best wishes in your current and future endeavors.

Sincerely
Kirkland City Council

By Amy Walen
Mayor