



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Kathi Anderson, City Clerk
Tracey Dunlap, Finance and Administration Director

Date: May 6, 2009

Subject: Library Board Member Resignation and Appointment

RECOMMENDATION:

That Council acknowledge receipt of Sarah Andeen's resignation from the Kirkland Library Board, approve the attached draft response, and approve a motion to appoint William Osmund Kelly as the new member to the remainder of the unexpired term, which ends March 31, 2012.

BACKGROUND DISCUSSION:

Ms. Andeen has resigned as she is moving from Kirkland and is unable to complete her term as a member of the Library Board. At their special meeting on March 12, 2009, Council interviewed and selected Mr. Kelly as the alternate should a vacancy occur on the Board within the next six months.

-----Original Message-----

From: Sarah Andeen [mailto:andeens@comcast.net]

Sent: Tuesday, April 28, 2009 12:30 PM

To: 'Lucy Flynn Zuccotti'

Subject: Resignation

Hello,

I am writing to inform you that I must regretfully resign from the Kirkland Library Board. I will be starting law school in June and we are selling our condo in Kirkland and moving to Seattle. I had hoped to make the May board meeting, but now it appears I have to be out of town on that day as well.

Again, I am sorry, but since I will no longer be residing in Kirkland I will be unable to serve.

Thank you

Sarah

DRAFT

May 19, 2009

Sarah Andeen
220 1st Street #504
Kirkland, WA 98033

Dear Ms. Andeen:

We have regretfully received your letter of resignation from the Kirkland Library Board.

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

Best wishes in your current and future endeavors.

Sincerely,
KIRKLAND CITY COUNCIL

James L. Lauinger
Mayor