

# Memorandum



**Date:** June 2, 2009

Agenda Item No. 1(D)5

**To:** Honorable Chairman Dennis C. Moss and  
Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "G. Burgess", written over the printed name of George M. Burgess.

**Subject:** Sunset Review of County Boards for 2009 – Library Advisory Board

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In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2009 Sunset Review of County Boards Report for the Library Advisory Board. The Board approved the attached report at its meeting of January 29, 2009 and has recommended the continuation of its board.

A handwritten signature in black ink, appearing to read "Alex Muñoz", written over a horizontal line.

Alex Muñoz  
Assistant County Manager

cm009109

# Memorandum

MIAMI-DADE  
COUNTY

**Date:** February 24, 2009



**To:** George M. Burgess  
County Manager

**From:** Zoila Datorre   
Chairperson, Library Advisory Board

**Subject:** Sunset Review of County Boards for 2007 – Library Advisory Board

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Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2009 Sunset Review of County Boards Report for the Library Advisory Board for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of January 29, 2009.

It is recommended that the BCC approve the continuation of the Library Advisory Board.

## **BACKGROUND**

The Library Advisory Board was created July 2, 1963 and the purpose of the Board is to provide a feasible, adequate public library system for this entire Metropolitan area in cooperation with all other governmental entities, and will be in a position to furnish information, advice and counsel to the board of County Commissioners.

The Library Advisory Board should continue to function to support and lobby for Library funding on the Federal, State and local levels, and to help keep library services operational.

  
\_\_\_\_\_  
Zoila Datorre  
Board Chairperson

Sunset Review Questionnaire

Miami-Dade County Boards

2009

I. GENERAL INFORMATION

1. Name of Board reporting:

Library Advisory Board

2. Indicate number of board members, terms of office, and number of vacancies:

Number of Board Members: 10

Terms of Offices: 3 Year Term / See attachment 1

Number of Vacancies: 1

3. Identify number of meetings and members' attendance (Attach records reflecting activity from Jan. 1, 2007 through December 31, 2008):

Number of Meetings: 8

Number of Meetings with a Quorum: 6

Attendance Records: See attachments 2 & 3

4. What is the source of your funding?

The Library's operating budget funded \$300.00 for travel

5. Date of Board Creation:

July 2, 1963

6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).

See attachment 4

7. Include the Board's Mission Statement or state its purpose:

See attachment 5

8. Attach the Board's standard operating procedures, if any.

See attachment 4

9. Attach a copy of the Board's By-Laws, if any.

See attachment 6

10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, including a vote of the membership.

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See attachment 7

## II. EVALUATION CRITERIA

1. Is the Board serving the purpose for which it was created? (Please provide detailed information)

Yes. According to the County Code, this group should be "dedicated to the purposes of providing a feasible, adequate public library system for this entire Metropolitan area in cooperation with all other governmental entities, and will be in a position to furnish information, advice and counsel to the board of County Commissioners." The Library Advisory Board does this.

2. Is the Board serving current community needs? (Please provide detailed information)

The Library Advisory Board has continued to successfully support and lobby for Library funding on the Federal, State and local levels, and has helped keep library services operational.

3. What are the Board's major accomplishments?

- a. Last 24 months: In February 2007 & 2008, two Board members traveled to Tallahassee to participate in FLA's National Library Day. Board members lobbied the Miami-Dade delegation for increased State Aid to libraries. For FY06-2007, the Library System received \$ 2 million in State aid.
- b. Since established: The board has helped lobby for increased State aid; passage of the 1998 Book Trust, a ½ mill tax levied over two years; and helped expand Miami-Dade Public Libraries to its current 47-branch system. Board representatives have participated in the annual Library budget hearing.

4. Is there any other board, either public or private, which would better serve the function of this board?

No. There is no other board currently serving this function.

5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? (If "Yes", attach proposed changes)

No

6. Should the Board's membership requirements be modified?

No

7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2007 and FY 2008)

The only cost to the County consists of travel for one Board member to Tallahassee. In FY07-2008 the total bill for all board travel was \$ 300.00. Similar costs are anticipated during the current fiscal year. The director's secretary serves as secretary to the Board.

8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals.

Effective Communication to the County Commission and other governmental entities – Met all requirements for verbal and written communication.

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**MIAMI-DADE COUNTY PUBLIC LIBRARY ADVISORY BOARD**

A-1

			<u>Term Expires</u>
<b>Datorre, Zolla</b> 5675 La Gorce Drive Miami Beach, FL 33140	<b>(Chairperson)</b>	<b>305-866-3036</b> 305-577-6118 (wk) 305-577-7765 (fx) e-mail: <a href="mailto:zoiladat@aol.com">zoiladat@aol.com</a>	02/28/09
<b>Farouk, Dr. Mohammed K.</b> Florida International University College of Education ZEB 347B, University Park Miami, FL 33199	<b>(Vice-Chair)</b>	<b>305-348-3199</b> 305-348-2086 (fx) e-mail: <a href="mailto:faroukm@fiu.edu">faroukm@fiu.edu</a>	03/06/10
<b>Cantey, Anthony J.</b> 9822 NE 2 Avenue, #2 Miami Shores, FL 33138		<b>305-836-5656</b> 305-836-0883 (fx) e-mail: <a href="mailto:fromday1@aol.com">fromday1@aol.com</a>	09/12/09
<b>Gonzalez, Florentino L.</b> 2973 NW 97 Court Miami, FL 33172		<b>305-594-6523</b> 305-358-6300 (wk) 305-381-9982 (fx) e-mail: <a href="mailto:fgonzalez@shutts-law.com">fgonzalez@shutts-law.com</a>	03/15/11
<b>Kasdin, Ana R.</b> 4520 North Jefferson Avenue Miami Beach, FL 33140		<b>305-531-1713</b> 305-773-7753 (cell) e-mail: <a href="mailto:askark522@aol.com">askark522@aol.com</a>	02/28/09
<b>Pirson, Roselyne D.</b> 2121 North Bayshore Drive, #706 Miami, FL 33137		<b>305-531-1713</b> 305-773-7753 (cell) e-mail: <a href="mailto:askark522@aol.com">askark522@aol.com</a>	03/06/10
<b>Vanden, Sandra K.</b> 4265 Braganza Avenue Miami, FL 33133		<b>305-666-4807</b> 305-666-4905 (fx) e-mail: <a href="mailto:SVan6@aol.com">SVan6@aol.com</a>	09/12/09
<b>Velez, Marla C.</b> 1235 Asturia Avenue Coral Gables, FL 33134		<b>305-445-3482</b> 305-461-9223 (wk) 305-461-9498 (fx) e-mail: <a href="mailto:mariv1235@aol.com">mariv1235@aol.com</a>	03/15/11
<b>Verrecchia, Lea Nickless</b> 3572 Vista Court Coconut Grove, FL 33133		<b>305-856-4582</b> e-mail: <a href="mailto:leanickless@bellsouth.net">leanickless@bellsouth.net</a>	08/23/08
<b>Wyllie, Carol G.</b> The Graham Companies 6843 Main Street Miami Lakes, FL 33014-2048		<b>305-817-4104 (wk)</b> 305-821-1130 (wk) 305-557-0313 (fx) e-mail: <a href="mailto:carol.wyllie@grahamcos.com">carol.wyllie@grahamcos.com</a>	09/12/09

**VACANT**

Updated 08/29/08

**MIAMI-DADE COUNTY PUBLIC LIBRARY ADVISORY BOARD****Attendance at Meetings – 2007**

<b><u>NAME</u></b>	<b><u>2/12</u></b>	<b><u>4/23</u></b>	<b><u>5/21</u></b>	<b><u>9/17</u></b>	<b><u>11/19</u></b>
Maria Velez, Chair	P	P	P	P	P
Zoila Datorre, V-Chair	P	P	A	P	P
Anthony Cantey	P	A	P	A	A
Yonel Cardenas (appt. 3/8) (resigned 11/15)	-	A	P	A	-
Dr. Mohammed Farouk (appt. 3/8)	-	P	A	P	P
Florentino Gonzalez	A	P	P	P	P
Ana Kasdin	A	P	A	A	A
Sandra Vanden	A	P	P	A	P
Dayle Wilson (resigned 9/17)	A	A	A	-	-
Lea N. Verrecchia	P	A	P	P	P
Carol Wyllie	P	A	P	P	A
<b><u>PRESENT:</u></b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>6</b>
<b><u>ABSENT:</u></b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>

P – indicates that Board member was present

A – indicates that Board member was absent

**MIAMI-DADE COUNTY PUBLIC LIBRARY ADVISORY BOARD****Attendance at Meetings – 2008**

<b><u>NAME</u></b>	<b><u>1/28</u></b>	<b><u>3/10</u></b>	<b><u>10/28</u></b>
Maria Velez, Chair	P	P	P
Zoila Datorre, V-Chair	P	P	A
Anthony Cantey	A	A	A
Dr. Mohammed Farouk	P	P	A
Roselyne D. Pirson (appt. 4/22)	-	-	A
Florentino Gonzalez	P	A	A
Ana Kasdin	A	A	A
Sandra Vanden	P	P	P
Lea N. Verrecchia	P	A	P
Carol Wyllie	A	A	P
<b><u>PRESENT:</u></b>	<b>6</b>	<b>4</b>	<b>4</b>
<b><u>ABSENT:</u></b>	<b>3</b>	<b>5</b>	<b>6</b>

P – indicates that Board member was present

A – indicates that Board member was absent

## ARTICLE XXII. PUBLIC LIBRARY ADVISORY BOARD\*

\*Editor's note—This article is derived from Ord. No. 63-27, adopted on July 2, 1963. Section 10 of said ordinance declared it to be the intention of the County Commission that the provisions of the ordinance, including the recitations contained in the "whereas" clauses, become a part of this Code of Ordinances. The "whereas" clauses read as follows:

"WHEREAS, it is recognized that the establishment, maintenance and administration of adequate Public Library facilities to which the general public has free access as places of resort to seek quiet study, educational pursuits and enjoyment constitute joint functions and responsibilities of the State, County and municipal government; and

"WHEREAS, it is apparent that increased and expanded Public Library facilities and services, and the coordination of existing Public Library facilities and services, are urgently required in order to meet the needs of the ever increasing population of this metropolitan area. This may be accomplished only by appropriate planning based upon accurate factual data and information and sound financial feasibility; and

"WHEREAS, the planning and accomplishment of a sound, feasible and adequate Public Library system for the use and benefit of all the residents and visitors of this metropolitan area constitutes a governmental function or service that is susceptible to, and may be most effectively performed, under a uniform plan and program applicable to and embracing this entire metropolitan area; and

"WHEREAS, the general laws of the State of Florida grant to the Boards of County Commissioners of the several counties the permissive power to establish, operate and maintain free public libraries, and prescribe the methods and procedures by which such power shall be exercised. The general laws further authorize certain types of grants of financial assistance to counties meeting regulations established by the State Library Board. The general laws also grant to the governing bodies of municipalities the power and authority to establish, maintain and operate public libraries in accordance with the prescribed statutory procedures. The Home Rule Charter of Government for Dade County, Florida, empowers the Board of County Commissioners to provide libraries and other cultural facilities and programs, to create by ordinance such Boards as may be deemed necessary, and to carry on a central metropolitan government and perform such acts as may be required in the common interest of the people; and

"WHEREAS, the coordination and reconciliation of the applicable and controlling requirements of law, the coordinate and feasible utilization of existing facilities and services, and the appropriate planning for additional facilities and services, relating to public libraries, may be best accomplished through the medium of an advisory Board composed of outstanding qualified citizens,

"NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF DADE COUNTY, FLORIDA:"

### Sec. 2-192. Short title.

This article shall be known and may be cited as the "Metropolitan Dade County Public Library Advisory Board Ordinance".  
(Ord. No. 63-27, § 1, 7-2-63)

### Sec. 2-193. Declaration of legislative intent.

It is the purpose and intent of the Board of County Commissioners, in enacting this article under and pursuant to the provisions of Section 4.08 of the Home Rule Charter, to create and establish an Advisory Board of official status composed of outstanding citizens with representative interests and geographical distribution, who are dedicated to the purposes of providing a feasible, adequate Public Library system for this entire metropolitan area in cooperation with all other governmental entities, and that will be in a position to furnish information, advice and counsel to the Board of County Commissioners in respect to the appropriate means and methods by which adequate Public Library facilities and services may be provided within the framework of the County government on a sound financial basis

for the use and benefit of all residents and visitors of this metropolitan area, and to work towards the development and implementation of sound programs for public libraries through the mutual cooperation between the State, County and municipal governments and agencies and coordination with non-governmental organizations interested in library facilities and services. This article shall not be construed as delegating to such advisory board or its members any power or authority of a governmental, legislative or administrative nature, but as the establishment of an official instrumentality by which the Board of County Commissioners may obtain the benefit of accurate, comprehensive information, advice and counsel concerning all matters relating to public libraries and other cultural facilities and programs which may be necessary for appropriate action by the Board of County Commissioners.  
(Ord. No. 63-27, § 2, 7-2-63)

FLORIDA COLLECTION  
MIAMI-DADE PUBLIC LIBRARY  
101 WEST FLAGLER STREET  
MIAMI, FL. 33130-1523

**Sec. 2-194. Creation of Advisory Board.**

There is hereby created and established in Dade County, Florida, an Advisory Board to be known as the Metropolitan Dade County Public Library Advisory Board.  
(Ord. No. 63-27, § 3, 7-2-63)

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**Sec. 2-195. Membership; vacancies; qualifications; term.**

(A) *Membership.* The Metropolitan Dade County Public Library Advisory Board shall consist of eleven (11) members appointed by the County Commission. Eight (8) members shall be residents of the Library Taxing District and three (3) members shall be residents of the City of Miami and members of the City of Miami's Library Board.

(B) *Vacancy.* Vacancies from among the aforesaid three (3) members who are residents of the City of Miami shall be filled as follows:

- (1) The Board shall submit a list of three (3) candidates to the City Commission.
- (2) The City Commission shall select one (1) of the candidates to submit to the County Commission; however, in the event that none of the three (3) candidates suggested meet with City Commission approval, the Board shall submit three (3) different names to the City Commission for its consideration.
- (3) The County Commission shall appoint the suggested candidate to the Board; however, in the event that the candidate suggested does not meet with County Commission approval, the City Commission shall either submit one (1) of the remaining candidates to the County Commission or request three (3) different names from the Board.

This process shall continue until a replacement has been appointed.

(C) *Qualifications.* Each member shall be a qualified elector of Dade County, and shall possess a reputation for civic pride, integrity, responsibility, and business or professional ability, and shall have demonstrated an active interest in Public Library facilities and services. As far as practicable, the membership of the Board shall be representative of the various interests of this metropolitan area in respect to geographic and economic factors.

(D) *Terms.* The term of office of the membership shall be one (1) year for three (3) members, two (2) years for three (3) members and three (3) years for three (3) members; and effective October 1, 1986, the Board of County Commissioners shall appoint the tenth member to a two (2) year term

and the eleventh member to a three (3) year term with appointments thereafter to be for a term of three (3) years for each of the eleven (11) members. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired term of office. Terms of office of members of the Board appointed by the Board of County Commissioners, which would normally expire on or between the dates of January 1 through June 30, or July 1 through December 31 of the termination year, shall be deemed ended and expired as of March 31 or September 30 thereof respectively; and the position thereon vacated may be refilled by the Board of County Commissioners. Prior to October 1, 1989, the Board of County Commissioners shall review the composition of the Public Library Advisory Board.

(Ord. No. 63-27, § 4, 7-2-63; Ord. No. 63-29, § 1, 7-16-63; Ord. No. 64-39, § 5, 9-1-64; Ord. No. 71-78, § 1, 9-22-71; Ord. No. 73-20, § 1, 3-8-73; Ord. No. 77-81, § 1, 11-15-77; Ord. No. 86-65, § 1, 9-16-86; Ord. No. 86-84, § 1, 10-28-86)

**Sec. 2-196. Removal of members.**

Any member of the Board who ceases to be a qualified elector of Dade County shall immediately forfeit his office. Should a vacancy result from such forfeiture, or should any member of this Board fail to attend three (3) consecutive meetings of the Board without due cause, the Chairman of the Board shall certify the same to the County Commission, who shall fill the vacancy created thereby by appointment. Any member of the Board may be removed from office without cause by two-thirds vote of the entire membership of the County Commission.

(Ord. No. 63-27, § 5, 7-2-63; Ord. No. 67-15, § 4, 3-7-67)

**Sec. 2-197. Organization of Board; quorum; meetings; clerical personnel.**

The members of the Board, or a majority thereof, shall select a Chairman and such other officers as may be deemed necessary or desirable, who shall serve at the will of the Board. A majority vote of the entire membership of the Board shall be necessary to take any action. A majority of the members of the Board shall constitute a quorum necessary to hold a meeting or take any action. The

Chairman may call meetings of the Board, and meetings may be called by written notice signed by four (4) members of the Board, and the Board at any meeting may fix and call a meeting for a future date. Minutes shall be kept of all meetings of the Board. All meetings shall be public. The County Manager shall provide adequate and competent clerical and administrative personnel as may be reasonably required by the Board for the proper performance of its duties and functions, subject to budget limitations as fixed by the County Commission.

(Ord. No. 63-27, § 6, 7-2-63; Ord. No. 63-34, § 1, 8-27-63; Ord. No. 64-39, § 6, 9-1-64; Ord. No. 71-78, § 2, 9-22-71)

**Sec. 2-198. Compensation; expenses.**

Members of the Public Library Advisory Board shall serve without compensation, salary or remuneration of any nature, but the County Commission may provide in the annual County budget sufficient funds for the reasonable and necessary expenses incurred by the Board in performance of its duties and functions prescribed by the provisions of this article.

(Ord. No. 63-27, § 7, 7-2-63)

**Sec. 2-199. Duties and functions.**

The Public Library Advisory Board shall have the following duties, functions and responsibilities:

- (a) To serve in an advisory capacity to the County Commission in respect to all matters pertaining to Public Library and other cultural facilities, and to make periodic reports and recommendations in respect to such matters.
- (b) To make a continuing study of all existing Public Library facilities and services in this metropolitan area, and the future needs of this community in respect to Public Library facilities and services.
- (c) To formulate plans and programs for the coordination of the activities of all governmental entities, and nongovernmental agencies, relating to Library facilities and services.

- (d) To formulate comprehensive, feasible plans and programs for providing adequate Public Library facilities and services necessary to fulfill the present and future needs of this metropolitan area.

- (e) To devise means and methods by which existing and future Library facilities and services may be improved and more fully utilized to provide better service and availability to the general public.

- (f) To make a continuing study and periodic reports and recommendations for a sound, feasible program for financing the costs of improving existing Library facilities and services and providing additional Public Library facilities and services.

- (g) To review all laws, regulations and requirements governing Public Libraries and make recommendations concerning appropriate actions that may be taken to achieve the objective of providing adequate Public Library facilities and services for this metropolitan area, and to devise programs by which financial assistance from other governmental entities may be utilized to the fullest extent.

- (h) To perform and carry out such other duties and functions of an advisory nature as may be assigned to the Board by the County Commission.

(Ord. No. 63-27, § 8, 7-2-63)

**Sec. 2-200. Limitation on powers of Board.**

The Public Library Advisory Board shall have no power or authority to commit the County Government to any policies or to incur any financial obligation or to create any liability on the part of the County. No actions or recommendations of this Board shall be binding upon the County until approved or adopted by the County Commission. This Board shall not infringe upon any of the powers granted by law to any other duly constituted Board relating to matters involving Public Library facilities and services.

(Ord. No. 63-27, § 9, 7-2-63)

**Secs. 2-201-2-203. Reserved.**

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**Miami-Dade County Public Library Advisory Board****Mission Statement**

The Mission of the Library Advisory Board of the Miami-Dade Public Library System is to furnish information, advice and counsel to the Mayor and Board of County Commissioners of Miami-Dade County with respect to the appropriate means and methods by which adequate public library facilities and services may be provided on a sound financial basis for the use and benefit of all residents within the Library System's taxing district.

**BY-LAWS**  
**MIAMI-DADE COUNTY PUBLIC LIBRARY ADVISORY BOARD**

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**ARTICLE I. MEETINGS**

The regular monthly meeting of the Miami-Dade County Public Library Advisory Board shall be held at least quarterly, September through May.

Special meetings may be called by the Chairperson, or upon the written request of six members for the transaction of business stated in the call for the meeting, and the Library Advisory Board at any meeting may fix and call a meeting for a future date.

Notices of all regular and special meetings shall be provided to all members at least four days before the meeting.

**ARTICLE II. OFFICERS**

Officers of the Library Advisory Board shall be elected to serve a two year term and shall be as follows: Chairperson, and Vice-Chairperson. In the event a vacancy occurs in these offices, a replacement may be named at any regular or special meeting. No officer shall serve more than two consecutive full terms.

The Chairperson of the Library Advisory Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairperson from a Library Advisory Board meeting, the Vice-Chairperson shall preside.

**ARTICLE III. COMMITTEES**

Special committees for the study and investigation of special problems may be appointed by the Chairperson, such committees to serve until the completion of the work for which they were appointed. There shall be a standing Nominating Committee, chaired by the Vice-Chairperson, and a Strategic Planning Committee, each of which shall report to the Library Advisory Board its recommendations for forwarding to the County Commission and the Mayor.

**ARTICLE IV. QUORUM**

A quorum for the transaction of business shall consist of a majority of the board.

#### ARTICLE V. THE DIRECTOR

The Director shall be an ex-officio member of the Library Advisory Board and shall have charge of preparing the agenda for Library Advisory Board meetings subject to the inclusion of any items that individual Library Advisory Board members request to be brought to the attention of the entire Library Advisory Board. The Director shall attend all Library Advisory Board meetings except those at which his or her duties are to be discussed.

#### ARTICLE VI. MEMBERSHIP

The Nominating Committee shall annually forward a list of three (3) candidates for each Library Advisory Board position to become vacant in that year. It is the objective of the Library Advisory Board to make reasonable efforts to accommodate in its membership the geographic and ethnic make-up of the community. The immediate past Chairperson of the Library Advisory Board may serve as a non-voting member once their term has expired. The Library Advisory Board shall approve the Committee recommendation or substitute names for nomination and forward these to the Board of County Commission. No member of the Library Advisory Board shall be renominated if their unexcused absences have exceeded 50% during the existing term of office.

#### ARTICLE VII. AMENDMENTS

These by-laws may be amended at any regular meeting of the Library Advisory Board by a 2/3 majority vote, provided the amendment was stated in the call for the meeting.

Amended by the Library Advisory Board, March 11, 2002

**LIBRARY ADVISORY BOARD MEETING**  
**January 29, 2009**

A-7

The January meeting of the Library Advisory Board was held at the Main Library on Thursday, January 29, 2009 at 12:45 p.m. with Zoila Datorre as Chairperson.

**Members present:**

Zoila Datorre  
Dr. Mohammed K. Farouk  
Roselyn Pirson  
Sandra Vanden  
Maria Velez  
Carol Wyllie

**Members absent:**

Anthony Cantey  
Florentino Gonzalez (E)  
Ana Kasdin (E)  
Lea N. Verrecchia (E)

**Guest present:** Rhonda Barnett, President, Friends of the Library  
Kathleen Murphy, Executive Director, Miami-Dade Library Foundation

**Library staff present:** Phyllis Alpert, Suzet Cleary, Sylvia Mora-Ona, Raymond Santiago and Bill Urbizu

**Approval of Minutes**

Ms. Datorre made a motion to approve the minutes of the January 28, March 10 and October 28, 2008 board meetings. The motion was moved by Ms. Wyllie, seconded by Ms. Velez and subsequently passed.

**2009 Sunset Review of Boards**

All boards created by the Board of County Commissioners (BCC) through ordinance are subject to a sunset review process on a biennial schedule, as provided in Section 2-11.40 of the Code of Miami-Dade County. After board members reviewed the completed sunset review questionnaire for the Library Advisory Board, Ms. Datorre called for a vote to approve the Sunset Review of County Boards. The motion was moved by Ms. Wyllie, seconded by Ms. Velez and subsequently passed.

**Board Meeting Calendar**

The Director mentioned that since a quorum of the Board hasn't been present for the past 3 board meetings, he suggested reducing board meetings to twice a year at various branch locations; possibly in October and January. If members agree to this change, Ms. Datorre asked the Director to send monthly reports to the board. The Director also informed the board that the State of Florida requires a Library Advisory Board in order for the Miami-Dade Public Library System to receive State Aid to Libraries.

After careful consideration, board members agreed to continue to conduct quarterly meetings, but instead of holding them at 12:30 p.m., the meetings will be held at 5:00 p.m. and possibly rotated at different branch locations.

The Board agreed that the next board meeting will be held on March 19<sup>th</sup> @ 5:00 p.m. in the board room of the Main Library.

## **Board Appointments**

Nominating Committee members Dr. Farouk and Ms. Vanden are working on the list of candidates to fill three vacancies and one reappointment on the board. Two vacancies are City of Miami Beach vacancies; Zoila Datorre and Ana Kasdin (terms expire 2/28/09). The City of Miami Beach will select candidates to fill those seats and forward their recommendation to the Library Director for approval by the Miami-Dade County Board of County Commissioners. Ms. Datorre announced that she won't be renewing her seat on the board. A Chair Committee was formed to submit the names of individuals who are interested in serving as Chairperson. Chair Committee members are Maria Velez and Zoila Datorre. Dr. Farouk is currently the Vice-Chair.

A total of five resumes are needed in order to submit candidates to the BCC. If any Board member know of anyone who is interested in serving on the Board, please submit resumes to the nominating committee.

## **Director's Report**

The Director informed the Board that the Miami-Dade Public Library System received the IMLS Award for excellent library service. Five Libraries and five Museums received this prestigious award. The Director was accompanied to Washington, DC to receive this award by Zoila Datorre and Judge Cindy Lederman. The library also received \$10,000 from IMLS. The Director hosted a celebration party for all library staff, which was made possible by financial support from the Friends of the Library. All staff received a gift bag at the party, including a special awards pin that was ordered by the Director. Board members were also presented with a pin. Additional information about the award is posted on the library's homepage.

At Board members request, the Director will prepare a congratulatory letter from the Advisory Board and post on the Library Intranet.

Assistant Director Bill Urbizu informed the board that the Marketing Department has been working diligently on promoting library services and has been involved in programming events. The Marketing Dept. is in the process of working with the Computer Services Dept. to digitize library materials. They have also been working with the Foundation and sending E-mail blasts.

Assistant Director Phyllis Alpert informed the board that laptop check-outs have been very successful and heavily used. Out of 400 laptops, only 3 have been misplaced.

### ➤ **E-Government**

The Director said that all county departments are required to post online. A disadvantage is that everyone isn't computer literate, which sometimes create problems for library staff members.

### ➤ **Collaborative Marketing Initiative / Recreational & Cultural Services**

County departments which fall under Rec. & Cultural Services have joined forces and are doing a collaborative and collaboration. The departments are promoting each other's services. Marketing is also working on a Web Portal to include programming for each department that will be called "Discover Miami-Dade." The portal is scheduled to open within the next three months. The web site will also be promoted on all of the library's printed material.

### ➤ **Budget**

State Aid is down to its lowest level of \$1.6 million. The positive side is that libraries have done better than other groups. The library's budget is due to the budget office on Monday. This year the library received a 3% cut. \$8 million has been allocated for automation and \$7-1/2 million for collections. Tax money can only be used for libraries. The reserves are substantial. The library department hasn't laid-off any employees, but have been taking in other county employees who have been laid off from other departments.

- Capital Plan Monthly Update Report  
Ms. Cleary gave a brief overview of the report that was included in board packets.
- Green Initiative  
Funding for the green initiative will be implemented next year. Plastic bags will stop being given to patrons. Bags will be offered for \$.99 each. The library has partnered with DERM for their Community Education Program. The library will help host the Bonanza kick-off event and hand out reusable bottle water to participants.
- Early Childhood Development  
The library will partner with the United Way for the Early Childhood Research. Assistant Director Sylvia Mora-Ona will be meeting with the United Way to discuss the working arrangements. All library staff will be trained in childhood pre-reading skills. Developmental assessment tools for parents will also be available.

The library is in the process of acquiring a new automated system. The county allows negotiating with more than one vendor. Right now, all members of the committee are under the Code of Silence until a recommendation is made to the County Manager.

Library Days in Tallahassee will be held on March 10-11, 2009. Anyone who is interested in attending please inform Rondrea.

#### Programming Activities

- Foundation  
The 3<sup>rd</sup> Annual Champion Event honoring Frank & Georgina Angones was very successful. Close to \$40,000 was raised. The Foundation is also a major supporter for the Art of Storytelling. The Foundation now has 19 board members and hope to obtain their goal of 25 members.
- Friends of the Library  
Newly appointed Friends President Rhonda Barnett informed the board that last year's annual book sale raised over \$20,000. The Friends' are in the process of recruiting new members and board members were asked to help build membership for the Friends. Friends' applications were distributed to board members. The Friends' also help fund library staff to attend conferences and other staff events.

#### New Business

##### Board Attendance

Since board member Anthony Cantey wasn't able to attend any meetings in 2008, Ms. Datorre will contact Mr. Cantey to find out if he's still interested in serving on the board.

##### By-laws

Board members reviewed the By-laws and agreed to make amendments at the next board meeting. The following amendments were suggested: Article I, line 1, change "regular monthly" to "meetings."

Mission Statement

Board members reviewed the Library Advisory Board's Mission Statement.

Next meeting: March 19, 2009 @ 5:00pm in the board room of the Main Library.

Since there was no further business to be brought to the attention of the board, the meeting was adjourned at 2:00 p.m.

Rondrea Harris,  
Secretary