

# Memorandum

MIAMI-DADE  
COUNTY

**Date:** June 4, 2019

**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

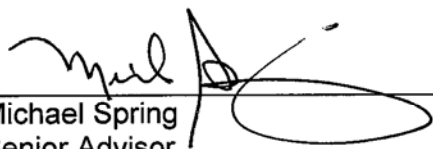
Agenda Item No. 1F5

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Sunset Review of County Boards for FY 2019 – 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 2019 Sunset Review of County Boards Report for the Library Advisory Board. The Board approved the attached report at its meeting of March 25, 2019 and has recommended the continuation of its board.

  
Michael Spring  
Senior Advisor

**Sunset Review of County Boards  
2019 - Package Checklist**

Library Advisory Board

Board

- Signed Agenda Review Form**
  
- Mayor's Transmittal Memorandum**  
(also email word version of memo to Meighan Alexander at [malexander@miamidade.gov](mailto:malexander@miamidade.gov))
  
- Memorandum from Board Chair to Mayor**
  
- Completed Sunset Review Questionnaire**

**Attachments to the Questionnaire**

- Membership attendance for the previous 2 calendar years (2017 and 2018)**
  
- Ordinance creating Board (and all subsequent amendments)**
  
- Standard Operating Procedures (if any)**
  
- By-Laws (if any)**
  
- Minutes from Board meeting approving completed Sunset Review, including a vote of the membership**

**Completed by:**

Elizabeth Adams  
**Name**

4.4.19  
**Date**

305-375-5026  
**Phone Number**

**Date:** March 25, 2019

**To:** Carlos A. Gimenez  
Mayor

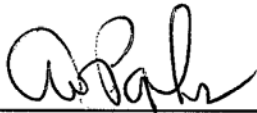
**From:** Arva Moore Parks  
Chairperson, Library Advisory Board

**Subject:** Sunset Review of County Boards for FY 2019 – Library Advisory Board

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Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2019 Sunset Review of County Boards Report for the Library Advisory Board (LAB) for transmittal to the Board of County Commissioners (Board). The Board approved the attached report at its meeting of March 25, 2019, and recommends that the Board approve the continuation of the LAB. The report also recommends that the LAB, in conjunction with the Library Director and County Attorney's Office, propose amendments and updates to the Library Advisory Board Ordinance which was last updated in 1986.



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Arva Parks, Chairwoman  
Library Advisory Board

**SUNSET REVIEW QUESTIONNAIRE  
MIAMI-DADE COUNTY BOARDS  
2019**

**I. GENERAL INFORMATION**

1. Name of Board reporting:

Miami-Dade Library Advisory Board (Board)

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

Number of Board Members: 11

Terms of Office: 3 Year Term / See Attachment # 1

Number of Vacancies: 1

3. Identify number of meetings and members' attendance  
(Attach records reflecting activity from **January 1, 2017** through **December 31, 2018**):

Number of Meetings: 10

Number of Meetings with a Quorum: 10

Attendance Records: See Attachment # 2

4. What is the source of your funding?

There is not a dedicated operating budget for the Board. Costs of staff time, meeting supplies, etc., associated with supporting the Board are absorbed in the Library operating budget.

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 # 3

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

See Attachment # 4

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

See Attachment # 5

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.

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, the Library Advisory Board is “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 continues to serve this purpose.

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

The Library Advisory Board has continued to successfully provide advice and guidance to the Board of County Commissioners on the delivery of library services throughout Miami-Dade County, serving as advocates in support of funding, programs, and services that meet the needs of the community.

3. What are the Board’s major accomplishments?
  - a. Last 24 months

Below are highlights of the major accomplishments that the Library Advisory Board has been a part of, or played a role in, over the last two years:

- Established a Subcommittee on Advocacy & Legislation
- Provided guidance and support on the development of the newly adopted MDPLS Strategic Plan
- Provided input and feedback throughout the MDPLS Budget Process, including support of various enhancements to service such as:
  - Additional days of service, hours, and staffing at library locations
  - Increases to the library collection budget
  - Creation of a digitization unit to digitize MDPLS’ archives
  - Launch of the Technobus
  - Elimination of daily overdue fines and unclaimed hold fees
  - Improved library card renewal policies
  - Additional funding for capital projects
  - Launch of the Homework Help tutoring program
- Board members appeared at the County Budget Hearings to speak in support of the MDPLS Budget
- Board members attended various MDPLS programs and events throughout the reporting period
- Supported the new YOUmake Miami & Co-Working Center at West Kendall Library
- Approval to begin design and construction on the new Hialeah Gardens Library
- Supported LSTA Grant Awards for innovative new services such as the digitization project and the new YOUmedia location at the Lemon City Library
- Supported MDPLS application for and receipt of NACo Achievement Awards in 2017 (4) and 2018 (13):

b. Since established

- Advocated for funding for increased State Aid to Libraries;
- Passage of the 1998 Book Trust, a ½ mill tax levied over two years; and
- Helped expand Miami-Dade Public Libraries to its current 50-branch system.
- Served on Mayor's Blue Ribbon Task Force and participated in the efforts to restore the library budget

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

No.

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)

Yes. The Library Advisory Board Ordinance was last amended in 1986 (33 years ago). While the purpose and mission of the Library Advisory Board remains relevant, the number of appointees and method of appointment have not kept pace with the increased number of, and geographic distribution of, MDPLS libraries that exist now as compared to in 1986 (28 libraries compared to 50 today). Amending the Ordinance to better reflect how other County Boards are composed in terms of number of members and method of appointment would help ensure the membership is more representative of the entire Library Taxing District, which, in turn, could better enable the Board to serve its purpose. In conjunction with the submittal of this report, MDPLS, the County Attorney's Office, and the Library Advisory Board will develop an Ordinance amendment for future consideration.

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

Membership requirements and qualifications are well-defined and produce candidates that align well with the Board's purpose.

7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2017 and FY 2018)

There were no direct costs to Miami-Dade Public Library System during these reporting years.

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

N/A

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

			<b><u>Term Expires</u></b>
<b>Parks, Arva Moore (Chair)</b> 1240 SW 17 Terrace Miami, FL 33145	(City of Miami)	305-854-8087 (H) 305-972-6832 (C) e-mail: <a href="mailto:arvamiami@bellsouth.net">arvamiami@bellsouth.net</a>	02/01/19
<b>Gudaitis, Christine A. (Vice-Chair)</b> 2155 Washington Ct. #603 Miami Beach, FL 33139	(City of Miami Beach)	<b>305-431-4397 (H)</b> 305-577-3996 (W) e-mail: <a href="mailto:cgudaitis@vpl-law.com">cgudaitis@vpl-law.com</a>	02/06/21
<b>Cuevas, Roger C.</b> 12353 SW 104 Lane Miami, FL 33186	(Miami-Dade County)	<b>305-596-0333</b> e-mail: <a href="mailto:rogerc236@aol.com">rogerc236@aol.com</a>	07/18/19
<b>Di Stefano, Chad W.</b> 3520 Crystal Court Miami, FL 33133	(Miami-Dade County)	<b>917-957-0129</b> email: <a href="mailto:cwdistefanomdpls@protonmail.com">cwdistefanomdpls@protonmail.com</a>	02/06/21
<b>Gordon, Andrew</b> 269 Cranwood Key Biscayne, FL 33149	(Miami-Dade County)	<b>305-992-2076 (C)</b> email: <a href="mailto:agordon9@gmail.com">agordon9@gmail.com</a>	02/06/21
<b>Herskowitz, Barbara A.</b> 4345 Jefferson Avenue Miami Beach, FL 33140	(City of Miami Beach)	<b>305-788-8989</b> e-mail: <a href="mailto:yalemiami@aol.com">yalemiami@aol.com</a>	02/06/21
<b>Kirwin, Kevin M.</b> 1918 Brickell Avenue #306 Miami, FL 33129	(City of Miami)	<b>305-416-1320 (O)</b> <b>305-755-7912 (H)</b> <b>305-305-2722 (M)</b> e-mail: <a href="mailto:kkirwin@miamigov.com">kkirwin@miamigov.com</a>	02/01/19
<b>Lee-Sin, Donovan</b> 9429 SW 224 Terrace Cutler Bay, FL 33190	(Miami-Dade County)	<b>786-543-5686 (C)</b> email: <a href="mailto:donovanls@gmail.com">donovanls@gmail.com</a>	07/10/21
<b>Martinez, Elizabeth K.</b> 11940 NE 5 <sup>th</sup> Avenue Biscayne Park, FL 33161	(Miami-Dade County)	<b>305-458-5848 (M)</b> e-mail: <a href="mailto:eeamartinez@hotmail.com">eeamartinez@hotmail.com</a>	06/20/20
<b>McGee, Robert</b> 9020 SW 94th Avenue Miami, FL 33176	(Miami-Dade County)	<b>305-596-0937</b> email: <a href="mailto:mcgeer7@gmail.com">mcgeer7@gmail.com</a>	02/06/21
<b>VACANCY</b>	(City of Miami)		

## Attendance at Meetings - 2017

	<u>Meeting Dates</u>				
<u>Board Member</u>	<u>2/1</u>	<u>4/24</u>	<u>6/12</u>	<u>8/14</u>	<u>10/23</u>
<u>Moore Parks, Arva (Chair)</u>	P	P	P	P	P
<u>Gudaitis, Christine A. (Vice-Chair)</u>	P	P	P	P	P
<u>Acosta, Vanessa I.</u>	A	A	A	A	A
<u>Cuevas, Roger C.</u>	P	P	A	A	P
<u>Fuchs, E. Darwin</u> (Resigned 10/2/17)	P	P	A	A	
<u>Herskowitz, Barbara A.</u>	P	A	P	P	P
<u>Kirwin, Kevin M.</u>	P	A	P	P	P
<u>Martinez, Elizabeth</u> (Appt: 6/20/17)				P	P
<b><u>Members Present:</u></b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b><u>Members Absent:</u></b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>

P - indicates Board member was present

A - indicates Board member was absent



## Attendance at Meetings - 2018

	<u>Meeting Dates</u>				
<u>Board Member</u>	<u>1/29</u>	<u>3/26</u>	<u>6/4</u>	<u>8/13</u>	<u>10/15</u>
<u>Moore Parks, Arva (Chair)</u>	P	P	A	P	P
<u>Gudaitis, Christine A. (Vice-Chair)</u>	A	P	P	P	A
<u>Cuevas, Roger C.</u>	P	P	P	A	P
<u>Di Stefano, Chad</u> (Appt: 2/6/18)		P	P	P	P
<u>Gordon, Andrew</u> (Appt: 2/6/18)		A	P	A	P
<u>Herskowitz, Barbara A.</u>	P	P	P	A	A
<u>Kirwin, Kevin M.</u>	P	P	A	P	A
<u>Lee-Sin, Donovan</u> (Appt: 7/10/18)				P	A
<u>Martinez, Elizabeth</u>	P	P	A	P	P
<u>McGee, Robert</u> (Appt: 2/6/18)		P	P	A	P
<b><u>Members Present:</u></b>	<b>5</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b><u>Members Absent:</u></b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>4</b>

P - indicates Board member was present

A - indicates Board member was absent

## DADE COUNTY CODE

§ 2-192

## 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 procedure. 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 coordinating 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 4.06 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. 33136-1623

OCT 2 1 1999

**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)

Supp. No. 17

380.1

FLORIDA COLLECTION  
MIAMI-DADE PUBLIC LIBRARY  
101 WEST FLAGLER STREET  
MIAMI, FL. 33130-1823

OCT 21 1999

**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.

**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, 1986, 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.**

FLORIDA COLLECTION  
MIAMI-DADE PUBLIC LIBRARY  
101 WEST FLAGLER STREET  
MIAMI, FL 33136-4823

## **BY-LAWS**

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

#### **ARTICLE I. MEETINGS**

The meetings 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 forward a list of two (2) candidates for each Library Advisory Board position to become vacant. 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, January 20, 2011.



LIBRARY ADVISORY BOARD MEETING MINUTES  
March 25, 2019

On March 25, 2019, the Library Advisory Board met in the Main Library Auditorium, 101 West Flagler Street, at 12:30 p.m.

Attendees were as follows:

**Members Present:**

Arva Moore Parks  
Christine A. Gudaitis  
Chad Di Stefano  
Roger C. Cuevas  
Elizabeth K. Martinez  
Robert McGee  
Barbara S. Herskowitz

**Members Absent:**

Andrew Gordon (E)  
Donovan Lee-Sin (E)

**County Staff Present:** Ray Baker, Director, MDPLS  
Sue Cvejanovich, Assistant Director, MDPLS  
Leo Gomez, Assistant Director, MDPLS  
Mike Iturrey, Assistant Director, MDPLS  
Leila Khalil, Chief of Public Affairs & Communications, MDPLS  
Melanie Spencer, Assistant County Attorney, Miami-Dade County  
Lydia Lopez, Assistant to the Deputy Mayor, Mayor's Office

**Guest Present:** Lynn Summers, President, Friends of the Miami-Dade Public Library  
Taraja Leon, Student, Florida International University (FIU)

Welcome and Announcement

Arva Moore Parks, Chairwoman, welcomed everyone to the meeting. Ray Baker, Library Director, introduced Taraja Leon, a student from Florida International University (FIU), who was observing the meeting as part of her Public Administration degree requirements.

Approval of Minutes

The Chairwoman asked for a motion to approve the Board minutes from January 28, 2019. The motion was moved by Board Member Chad DiStefano, seconded by Vice-Chair Christine Gudaitis, and subsequently approved by the Board.

Annual Financial Disclosure

Elizabeth Adams updated the Board on the Annual Financial Disclosure requirements for Board members that are required under Section 2-11.1 of the County Ethics Code. Each Board member is required to complete a Financial Disclosure Form every year in which he/she served on a County Board. Ms. Adams advised that each Board member should have received their 2018 reporting form and that it will need to be submitted by the July 1, 2019 deadline.

Discussion, Nominations, and Vote for Board Officers (Chair and Vice-Chair)

The Director opened the Board's discussion on this item by advising that the current Board officers (Chair and Vice-Chair) had reached the expiration of their initial 2-year term, but the Board could either 1) vote to re-appoint the current Board officers for an additional 2-year term, or 2) discuss and vote for new Board officers. Board member Elizabeth Martinez opened the discussion by asking the current Chair and Vice-Chair if they would be interested in serving an additional term, to which both

the Chair and Vice-Chair responded affirmatively. With no further discussion, Board DiStefano moved, and Board member Martinez seconded, a motion to re-appoint Arva Moore Parks as Chair and Christine Gudaitis as Vice-Chair, with all other Board members voting unanimously and approving this motion.

#### Sunset Review of County Boards 2019

Prior to this meeting, the Director provided Board members a draft of the biennial 2019 Sunset Review report of the Miami-Dade County Public Library Advisory Board. The Sunset Review process is required of all County Boards, and this reporting period includes Board activities from January 1, 2017 – December 31, 2018.

The Director included a cover memorandum for further discussion with the Board, specifically related to one of the required questions in the Sunset Review report: *“Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created?”*. The aforementioned cover memorandum served to brief the Board on the draft response to this question, which recommended that the Board should consider future amendments to the Library Advisory Board Ordinance (Ordinance) that could help improve the geographic distribution of the Board’s membership relative to the entirety of the area covered by the Library Taxing District. The Board proceeded to discuss this exact, with significant discussion related to exactly how the Ordinance would be changed, how the Board could be structured, alternate means of accomplishing the same without amending the Ordinance, etc. The discussion closed with the understanding that the Sunset Review report could move forward as drafted, inclusive of a response that the Director, County Attorney, and the Board, would work on and further evaluate an Ordinance amendment for future consideration and discussion. The above was moved by Board Member Roger C. Cuevas, seconded by Vice-Chair Gudaitis, and subsequently approved by the Board. The approved Sunset Review report will be forwarded for approval by the Board of County Commissioners.

#### Director’s Report

The Director briefed the Board on the items that were listed in the Director’s Report that was provided as part of the Board Agenda Package prior to the meeting.

#### Doral Library

The Doral Library will be leaving its current leased location on June 1, 2019. The Director and the County Attorney are currently working with a new Landlord to finalize a Lease Agreement for a short-term location in Downtown Doral, which will likely be close to the area of the future replacement Doral Library Branch. In addition to the Lease Agreement, the Director is currently working on finalizing a contract for the sale and purchase for a parcel of land in Downtown Doral, which will likely be finalized in the coming months.

#### New Hialeah Gardens Library

The design of the new Hialeah Gardens is nearly through the permitting process with construction expected to begin in June 2019, with an expected completion date of June 2020.

#### Homestead Library

The Director informed the Board that discussions with the City of Homestead regarding our current library and the City’s desire to construct a new library in the City continue, but, that the City has verbally advised the County that they will likely be moving towards terminating the existing City/County Interlocal Agreement and seek to operate as an independent library from the Library Taxing District. Formal notice is expected to be received by April 1, 2019, and further updates will be provided to the Board as more definitive information becomes available.

### FY 2019-20 Budget

The Director advised that a presentation on the FY 2019-20 Budget will be provided at the next Library Advisory Board meeting. As of February 11<sup>th</sup> the initial budget submittal was provided to the Office of Management and Budget, which will be refined over the coming months. The Director would like to have a discussion with the Board regarding budget priorities and proposed enhancements at that time.

### Update on Civil Courthouse Project

On March 1, 2019, a stakeholders meeting was held with potential Developers being considered in the selection process for the new Civil Courthouse project. The purpose of the meeting was for representatives from HistoryMiami Museum, Miami-Dade Public Library, and the County's Cultural Affairs Department to advise Developers on potential impacts to the operations of the Cultural Center Plaza before, during, and after the construction of the new courthouse. A copy of an article that appeared in the Miami Today on March 7, 2019, was included in the agenda package. The Director advised that he will continue to stay closely involved with this project and advise the Board and other stakeholders accordingly on the next steps or actions needed.

### Update on State Legislative Session

On February 19, 2019, the Director and Board Member DiStefano, along with approximately 50 other library stakeholders throughout the State of Florida, attended Library Legislative Day in Tallahassee, FL. for the purpose of meeting with members of the Miami-Dade Legislative Delegation on legislative and funding priorities for the State Legislative Session, which is now underway. The issue that has the greatest potential financial impact to the Miami-Dade Public Library System is State Aid to Libraries, which receives approximately \$1.3 to \$1.5 million each year. The statewide appropriation request to the Legislature is to increase State Aid from the current year funding level of \$20.8 million to \$33 million, which would return the statewide appropriation to historic levels. The House has released its initial budget, which sets the statewide appropriation at \$21.8 million, which is about \$1 million higher than the current year. The Senate is expected to release their budget soon. Another important issue being pursued by MDPLS during the State Legislative Session is funding for Public Library Construction Grants. MDPLS currently has six (6) projects eligible for State funding, totaling \$3 million in grant requests. The Director thanked Board Member DiStefano for joining him in the visits to legislators during the trip to Tallahassee, FL. This is an important step in building relationships with new and existing legislators and increasing awareness of the services and programs MDPLS provides.

### Update on Mobile App

MDPLS is currently conducting live testing of the new mobile app. Absent any major issues, the department expects to release to the public within the coming weeks. The Director asked if any Board members would like to participate in the "TestFlight," to please let him know and he will have the instructions and redemption code sent to them. Board members Martinez and Gudaitis expressed interest in being included in the test versions.

### Facility Renovations, Construction Projects and Development Agreements

MDPLS has numerous renovations, construction projects, and real estate agreements that are in various stages of development. These projects are listed in the Director's Report and included in the Board package.

### Update on Homework Help Program

On February 23, 2019, tutoring hours were expanded with the grant funding provided by the Children's Trust. Since adding the new hours, the numbers have increased from approximately 700 to 1,000 students every Saturday. As part of next year's budget, MDPLS is proposing to add nine additional tutoring locations, bringing the total to 27 tutoring sites.

### Upcoming Events – Opportunities for Participation by Board Members

March 27<sup>th</sup> – Main Library, Auditorium, 101 West Flagler Street

7:30 p.m. - The screening of the movie "The Public" followed by Q & A with Director Emilio Estevez and Author Ryan Dowd

April 10<sup>th</sup> – West Kendall Regional Library, 10201 Hammocks Blvd

5:00 – 8:00 p.m. - Open House to celebrate the renovations of the Children's Room

7:00 p.m. – Commissioner Martinez's quarterly Bedtime Stories

### Board of County Commissioners – Upcoming MDPLS Agenda Items

April 2019 – Board of County Commissioners (BCC) – Ratification of LSTA Grants

April 2019 – Board of County Commissioners (BCC) – Directive Response – MDPLS Health & Wellness Classes

April 2019 – Committee – Doral Branch Library Lease

### Library Advisory Board Advocacy & Legislative Subcommittee

The Library Advisory Board Advocacy & Legislative Subcommittee met on Thursday, March 21<sup>st</sup>, and was attended by Board Member DiStefano and Vice-Chair Gudaitis. Mr. DiStefano briefed the board on Library Day in Tallahassee, which was attended by the Director and himself to meet with State Representatives and Senators on library legislative and funding issues of concern to Miami-Dade County and other libraries throughout the State. Board Member DiStefano and Vice-Chair Gudaitis also reported that the Director and Leila Khalil, MDPLS, will be preparing some presentation materials, handouts, etc., related to the various services and programmed offered by MDPLS. The purpose of these materials would be for use by other Board members and stakeholders that are in an advocacy role for the library.

### Friends of the Library Update

Lynn Summers, President of the Friends of the Library (Friends), thanked everyone that donated to the Friends on Give Miami Day. These donations allow the Friends to sponsor events for the library. Ms. Summers encouraged everyone to donate at any time and any support is appreciated. The Chairwoman asked if all the Board members are members of the Friends. Ms. Summers did not have the list of members but will provide the information at the next meeting.

Ms. Summers advised that volunteers of the Friends are in the process of sorting books. Because of the large number of books that are in the basement and recent donations, the Friends are looking at possibly having two book sales this year, one in June/July and another in December. The Friends need additional volunteers to help with the sorting process. Ms. Summers invited Board members to spend a day and assist with the sorting process.

Ms. Summers also invited everyone to attend the Miami River Day on April 6<sup>th</sup> from 1:00 - 6:00 pm at Lummus Park - Downtown Miami, 250 NW North River Drive, Miami, FL 33128.

### Adjournment

Since there was no further business, the Chairwoman asked for a motion to adjourn, which was moved by Board Member Di Stefano, seconded by Board Member Martinez, and subsequently passed. The meeting adjourned at 1:50 p.m.

Elizabeth Adams  
Secretary to the Board