

# Memorandum



**Date:** December 12, 2023

**To:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

Agenda Item no. 1(F)(1)

**From:** Daniella Levine Cava  
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

**Subject:** Sunset Review of County Boards for FY 2023 – 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 2023 Sunset Review of County Boards Report for the Library Advisory Board. The Board approved the attached report at its meeting of October 30, 2023 and has recommended the continuation of its board.

A handwritten signature in blue ink that reads "Morris Copeland".

Morris Copeland, CPM  
Chief Community Services Officer

# Memorandum



**Date:** October 30, 2023

**To:** Daniella Levine Cava  
Mayor

**From:** Barbara S. Herskowitz  
Chairperson, Library Advisory Board

A handwritten signature in black ink, reading "Barbara S. Herskowitz". The signature is written in a cursive style with a large, looping 'z' at the end.

**Subject:** Sunset Review of County Boards for FY 2023 – Library Advisory Board

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2023 Sunset Review of County Boards Report for the Library Advisory Board for transmittal to the Board of County Commissioners (Board). The Board approved the attached report at its meeting of October 30, 2023.

It is recommended that the Board 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, advise and counsel to the Board of County Commissioners.

The Library Advisory Board continues to function in this regard.

A handwritten signature in black ink, reading "Barbara S. Herskowitz". The signature is written in a cursive style with a large, looping 'z' at the end.

Barbara S. Herskowitz  
Board Chairperson

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

## **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: 4

3. Identify number of meetings and members' attendance  
(Attach records reflecting activity from **2021 and 2022**):

Number of Meetings: 4

Number of Meetings with a Quorum: 4

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 purpose of providing a feasible, adequate public library system for this entire Metropolitan area in cooperation with all other governmental entities, and will be in apposition to furnish information, advise 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 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 the 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:

- The Board offered their feedback on various Library programs and initiatives, such as the Mobile Device Lending Program and the Libraries at Your Door Program
- The Board held discussions related to the purpose of the Library Advisory Board to determine its responsibilities and any need for amending the existing Ordinance.
- The Board monitored the Library Budget, as well as the State Legislative process, staying involved to ensure the funding needs for the Library are being met.
- Board Members attended, and participated in, multiple library events, including the opening of the new Hialeah Gardens Branch Library (2/11/21), the re-opening of the renovated West Flagler Branch, the opening of the new Westchester Health & Wellness Information Center (4/2/22), and several other library events and visits to branch locations.
- Board Members advocated throughout this reporting period for additional funding for the library’s collection budget and for additional funding to further efforts in conservation of Special Collections/Archival items.
- The Board continues to coordinate with the Friends of the Miami-Dade Public Library in funding and advocacy efforts for the benefit of the Library.

- b. Since established – previously reported

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)

The Library Advisory Board has discussed this issue on various occasions, ultimately determining that no amendments to the Board Ordinance are needed and the Board is serving the purposes for which it was created.

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?

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>Herskowitz, Barbara S. (Chair)</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>	07/20/24
<b>Cuevas, Roger C. (Vice-Chair)</b> 12353 SW 104 Lane Miami, FL 33186	(Miami-Dade County)	<b>305-596-0333</b> <b>786-393-4706</b> e-mail: <a href="mailto:rogerc236@aol.com">rogerc236@aol.com</a>	07/20/24
<b>Gudaitis, Christine A.</b> 2155 Washington Ct. #603 Miami Beach, FL 33139	(City of Miami Beach)	<b>305-431-4397 (H)</b> <b>305-577-3996 (W)</b> e-mail: <a href="mailto:cgudaitis@vpm-legal.com">cgudaitis@vpm-legal.com</a>	07/20/24
<b>Gordon, Andrew</b> 269 Cranwood Drive Key Biscayne, FL 33149	(Miami-Dade County)	<b>305-992-2076 (C)</b> email: <a href="mailto:agordon9@gmail.com">agordon9@gmail.com</a>	07/20/24
<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>	07/20/24
<b>George, Dr. Paul S.</b> 1345 SW 14 Street Miami, FL 33145	(Miami-Dade County)	<b>305-206-4025 (C)</b> email: <a href="mailto:miamihistorian@gmail.com">miamihistorian@gmail.com</a>	07/20/24
<b>Gutierrez, Jorge R.</b> 2000 Towerside Terr., Unit 507 Miami, FL 33138	(Miami-Dade County)	<b>954-673-6100 (C)</b> <b>305-358-5100 ex. 101 (O)</b> email: <a href="mailto:jorge.gutierrez@gbbpl.com">jorge.gutierrez@gbbpl.com</a>	07/20/24
<b>VACANCY</b> (Prvs. Acosta)	(City of Miami)		
<b>VACANCY</b> (Prvs. Kirwin) (Resigned Jan. 2019)	(City of Miami)		
<b>VACANCY</b> – (Prvs. Moore Parks) (May 10, 2020)	(City of Miami)		
<b>VACANCY</b> – (Prvs. McGee) (June 21, 2022)	(Miami-Dade County)		

<b>Attendance at Meetings - 2021</b>		
	<b>6/1</b>	<b>10/18</b>
<b>Board Member</b>		
Herskowitz, Barbara S. (*Chair)	P	P
Cuevas, Roger C. (*Vice-Chair)	P	P
Gudaitis, Christine A.	P	A
Gordon, Andrew	P	P
Martinez, Elizabeth K.	P	P
George, Dr. Paul S.		P
McGee, Robert	P	A
Gutierrez, Jorge		P
Lee-Sin, Donovan	P	
Members Present:	7	6
Members Absent:	0	2
P - Indicates Board member was present		
A - Indicates Board member was absent		

<b>Attendance at Meetings - 2022</b>		
	<b>5/16</b>	<b>11/14</b>
<b>Board Member</b>		
Herskowitz, Barbara S. (*Chair)	P	P
Cuevas, Roger C. (*Vice-Chair)	P	P
Gudaitis, Christine A.	A	P
Gordon, Andrew	P	P
Martinez, Elizabeth K.	P	P
George, Dr. Paul S.	A	P
McGee, Robert	P	-
Gutierrez, Jorge	P	P
Members Present:	6	7
Members Absent:	2	0
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 governments; and

"WHEREAS, it is apparent that increased and expanded Public Library facilities and services, and the modernization 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 cooperation with the governing body of government. 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 exercise of its powers and duties; and

"WHEREAS, the maintenance and modernization of the applicable and necessary Public Library facilities and services, relating to feasible utilization of existing facilities and services, and the appropriate planning for the expansion of existing qualified citizens, 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)

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**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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**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.

## ADMINISTRATION

§ 2-197

**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, 1966, 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, 1969, 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

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305 375 1000

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 objectives 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.**

## **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.

MIAMI-DADE PUBLIC LIBRARY ADVISORY BOARD  
MEETING MINUTES  
October 30, 2023

On October 30, 2023, the Library Advisory Board met in the Coral Gables Library Auditorium, located at 3443 Segovia St., Coral Gables, at 12:30 p.m.

Attendees were as follows:

Library Board Members Present:

Barbara S. Herskowitz

Roger C. Cuevas

Christine A. Gudaitis

Andrew Gordon

Elizabeth K. Martinez

Jorge R. Gutierrez

Library Board Member Absent:

Paul S. George

County Staff Present: Ray Baker, Director, MDPLS

Lydia Lopez, Assistant Director, MDPLS

Melanie Spencer, Assistant County Attorney, Miami-Dade County

Brent Capley, Coral Gables Branch Library Manager

Friends of the Library: Chad Di Stefano, President

Reasonable Opportunity for the Public to be Heard as Provided in Rule 6.06  
No members of the public chose to speak.

Introduction of Coral Gables Branch Manager, Mr. Brent Capley

Director Baker introduced Brent Capley, Branch Manager of the Coral Gables Branch Library. He was promoted in March 2023, in advance of the Branch's reopening. Director Baker shared that Brent is doing a fantastic job and thanked him for hosting the Library Advisory Board meeting, as well as for his work in preparing the library to re-open at the completion of the renovation back in May 2023.

Approval of Minutes

A motion was made by Board member Elizabeth Martinez to approve the Board minutes from March 6, 2023. The motion was seconded by Board Member Jorge Gutierrez and approved unanimously by the members with no further discussion or changes.

Sunshine Law – Melanie Spencer, Assistant County Attorney

Melanie Spencer, Assistant County Attorney, provided Board members with a refresher on the Sunshine Law. The Sunshine Law requires that the Library Advisory Board meetings be open to the public, reasonable notice of the meetings be given to the public, accommodations are made for people who need accommodation to attend the meeting, and written meeting minutes be kept. Melanie explained in detail the types of communication between members of the Board that are permissible and prohibited. The Sunshine Law ensures that the public can be present and hear the considerations between Board members. Ms. Spencer answered some follow-up questions and clarifications and offered to be available to Board members for additional questions and clarifications, when needed.

Sunset Review of County Boards 2023

Prior to this meeting, the Director provided Board Members with a draft of the biennial 2023 Sunset Review report of the Miami-Dade County Public Library Advisory Board for their review and approval. This report covers activities from January 1, 2021 - December 31, 2022. A motion was made to approve



the 2023 Sunset Review Report. The motion was moved by Board Member Roger Cuevas, seconded by Board Member Elizabeth Martinez, approved unanimously by the Members, with the cover memo to initiate placement on the next available County Commission meeting signed by the Chairperson.

#### Discussion and Vote on Board Officer and Discussion on Reappointment of Members

Director Baker informed the Board that the Chair and Vice-Chair have reached the end of their terms as Board Officers as of June 1, 2023. After discussion, Board Members agreed to reappoint Barbara Herskowitz and Roger Cuevas for a new two-year term as Board Officers. A motion was made to reappoint Barbara Herskowitz for Chairwoman and Roger Cuevas for Vice-Chair. The motion was moved by Board Member Elizabeth Martinez, second by Board Member Christine Gudaitis, and approved unanimously by the Members.

In addition, Director Baker informed the Board that according to the Clerk of the Board's appointment records, by July 20, 2024, the term of all current Board members will expire, and discussion was held regarding the interest of existing Board members to be re-appointed. All Board Members in attendance expressed interest in being re-appointed and a motion was made by Chairperson Herskowitz, seconded by Board Member Gutierrez, and approved unanimously by all members present. This action would provide sufficient time to present the reappointment request to the Board of County Commissioners prior to the expiration of the term.

#### Director's Report

The Director referenced the written Director's Report included with the meeting agenda package, which is also attached and incorporated into these minutes for reference. The Director highlighted some of the items in the Director's report as follows:

#### 2023 State Legislative Session

The Florida Legislature 2023 Session concluded on May 5, 2023. The items with the most direct impact on the Miami-Dade Public Library and the outcomes were:

State Aid to Libraries - The statewide funding appropriation request for the 2023 Legislature Session was \$17.5M in recurring and \$6M in non-recurring funding. The final number appropriated in the State's Budget was \$17.3M, which was \$2M less than the previous year. At the statewide level, we expect to receive approximately \$1.1M. The Library budgets about \$1M annually to account for shifts in the statewide funding.

Public Library Construction Grants – The statewide-ranked list of library construction projects included seven (7) Miami-Dade Public Library capital projects, totaling \$3.1M in funding for our projects. The Director reported that the Legislature funded the entire statewide-ranked list of 19 projects, totaling \$9M, inclusive of the previously mentioned seven (7) Miami-Dade projects. With those projects now awarded, we have submitted another seven (7) applications totaling \$3.5M for the upcoming 2024 Legislative Session, which begins in January 2024.

#### Library Card Signup Month

The Director discussed the Library's marketing efforts leading up to, and during September 2023, for Library Card Signup month, which resulted in over 10,000 new library card holders, which was approximately 1,700 more than September 2022.

#### FY 2023-24 Statistics

Director Baker included in the agenda package a statistical report providing an overview of some of the year-by-year increases in major statistical categories (Physical Circulation, Overdrive, Library Cards, Computer Sessions, and Door Count) tracked by the department.

### Capital Projects Update

Hialeah Gardens Branch Library – This location will be closed from October 30 until December 26 for repair and remediation work due to water damage resulting from air conditioning problems. The Bookmobile will be on-site throughout the eight weeks to continue providing service.

Replacement Dorial Library - The building permit was received. The contractor will begin on-site staging sometime next month to begin site work and construction. We are working on scheduling a construction kick-off event and will send everyone an invitation as soon as a date is secured.

Replacement of Key Biscayne Library – The architectural and engineering contract was awarded to Ferguson Glasgow Schuster, the same architectural and engineering firm that worked with us on the conceptual drawings and site plan. They will now move into the design development and construction drawings phase, followed by permitting and contractor selection.

South Dade Regional Library - The roof replacement project is moving forward and expected to be completed sometime in November. Following will be the installation of the rooftop solar panels, likely to be completed in mid-2024. This will be the second solar panel installation project in the system. Last year, the solar panel installation was completed at the North Dade Regional Library. Following the solar panel project, we expect to begin our major interior renovation of the South Dade Regional Branch in November 2024.

Board Member Elizabeth Martinez asked what the department hopes to see with the solar panel program. Is it for energy savings or educating the public? Director Baker explained that it is for achieving energy savings and meeting requirements for “green” buildings and resiliency projects, in accordance with the County’s Sustainable Building Ordinance.

Replacement Allapattah Library: We are working with the developer on a development agreement that will include a new 8,700-square-foot Allapattah Branch Library as part of a multi-use housing project at the site of the existing Allapattah Branch. During construction, we will be moving to a temporary location in the Allapattah area. It is anticipated that we could move out of the current site sometime in the third quarter of FY 2023-24 (July – September).

South Miami Redevelopment Project Proposal: We are in discussions with the City of South Miami about a redevelopment project that may involve the current site of the South Miami Branch Library.

Director Baker proposed scheduling the next Board Meeting on Monday, January 22 or 29, 2024, at 12:30 p.m. Liz Adams will reach out to Board Members and check their availability.

### Friends of the Library Updates

Chad Di Stefano, President of the Friends of the Library, mentioned that they have closed out the fiscal year. He provided a detailed update on the Friends budget, donations, grant money, grant payments, program expenses, and administrative and accounting expenses. They have been working hard to close out past grants received. They are very close to having those up to date. Mr. Di Stefano worked closely with the Director and Asst. Director, Lydia Lopez, on a grant procedure that will make the process more efficient in the future.

Mr. Di Stefano discussed the Employee Recognition Award Program that will start in April 2024, coinciding with National Library Week. There will be five (5) awards: Impact, Innovation, Service, Leadership, and Teamwork. They are working through how to solicit nominations and select the winners. The chosen employees will receive a physical and a cash award.

The Friends of the Library is sponsoring and hosting an event relating to the Romer Collection at the Coral Gables Branch Library in January 2024. This event will highlight the Romer Collection and Special & Digital Collections.

Give Miami Day is Thursday, November 16, 2023. Everyone is encouraged to participate and spread the word to friends and family.

The Friends of the Library is working on a Financial Literacy Program with The Financial Planning Association, an industry group that represents Certified Financial Planners (CFP). The Financial Planning Association recently encouraged all CFP charter holders to participate in pro bono work. Miami-Dade County has a Board Directive to try to increase financial literacy within the County. The Financial Literacy Program will launch sometime in January 2024.

Mr. Di Stefano announced that the Friends of the Library has a new Board Member, Ms. Jackie Kates. Mr. Di Stefano shared that Ms. Kates is energetic and has a robust background in Marketing and will make a great addition to the Friends Board.

Board Member Gudaitis asked how the organization gets its information to the public. Mr. Di Stefano explained that for the past few years, the Library has marketed on the Library's website, putting the Friends logo on flyers, newsletters, and social media. He stated that the Friends social media platform is an area that they will be working on next year.

#### Board Member Updates/Comments

Board Member Jorge Gutierrez asked whether the Library is under any pressure regarding banned books, and Board Member Elizabeth Martinez asked whether there was a plan in place in case we are pressured by the public. Director Baker responded that we have not been receiving book challenges. Should the department receive a book challenge, the Department has a challenge policy that includes an internal committee that reviews the book and decides if the book needs to be removed from the collection or moved to another section of the library.

Board Member Roger Cuevas would like to bring a vision to life that former Board Member Robert McGee (since deceased) was passionate about. He would like to find a way to bridge the Dade County School System with the Miami-Dade Public Library System to promote literacy and family involvement. He shared that many Dade County Public schools do not have librarians. Director Baker said he would gladly meet with Board Member Roger Cuevas, the Dade County Public School System Superintendent, and School Board Members. Roger will follow up with Director Baker. Mr. Di Stefano, President of the Friends, would also like to help.

Board Member Barbara Herskowitz mentioned that it is difficult to find the *New York Times* and *The Wall Street Journal* newspapers on the Library's website. From the home page, patrons must go to Quick Links and then to Learning and Training to get to the apps. Board Member Elizabeth Martinez stated that Mango Languages is also hard to find. Director Baker agreed to follow up on making these resources more visible on the library website.

#### Tour of the Coral Gables Library

Brent Capley, Branch Manager, offered Board Members a tour of the newly-renovated Coral Gables Branch Library following the meeting.

#### Adjournment

Since there was no further business, a motion to adjourn was made. The motion was moved by Board Member Elizabeth Martinez, seconded by Board Member Andrew Gordon, and subsequently passed unanimously. The meeting adjourned at 1:40 pm.

Elizabeth Adams / Secretary