



**AGENDA**  
**LIBRARY ADVISORY BOARD**  
**CITY OF PORT ORANGE**

**Meeting Date:** Thursday, December 1, 2016

**Time:** 5:00 PM

**Type of Meeting:**  
Regular

**Location:** 2nd Floor Conference Room at  
City Hall  
1000 City Center Circle

**A. CALL TO ORDER**

1. Roll Call

**B. DISCUSSION/ACTION**

2. Consideration of Minutes
3. Review Duties & Responsibilities
4. Calendar for 2017

**C. REPORTS AND COMMENTS**

5. Librarian's Report
6. Friends of the Library
7. CLAB Report

**D. PUBLIC COMMENTS**

**E. BOARD COMMENTS**

**F. NEXT MEETING DATE**

8. Next Meeting Date: 3/2/2017

**G. ADJOURNMENT**

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE **LIBRARY ADVISORY BOARD** WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED. NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.

LIBRARY ADVISORY BOARD MEETING  
CITY OF PORT ORANGE  
PORT ORANGE CITY HALL 2<sup>ND</sup> FLOOR CONFERENCE ROOM  
1000 CITY CENTER CIRCLE  
September 8, 2016

THE REGULAR MEETING OF THE LIBRARY ADVISORY BOARD of the City of Port Orange was called to order by Chairman Stan Hetrick at 5:01 p.m.

Present: Stan Hetrick, Chairman  
Geraldine Bennett, Vice Chairman  
Shirley Shook  
Dianne Gardner

Absent: Rosalyn Crotty (Excused)  
Harrise Niemczak (Excused)  
Danielle Elwood

Also Present: Jane Weimer, Port Orange Librarian  
Drew Bastian, Council Member  
Barbara Abbate, City Clerk's Office

A. DISCUSSION/ACTION

1. Consideration of Minutes

*Motion was made by Member Bennett to approve the minutes from the July 7, 2016 meeting, seconded by Member Gardner. Motion carried unanimously by voice vote.*

2. Review Duties & Responsibilities

Chairman Hetrick asked the Board to come up with some ideas as to what the Board could do to benefit the Library and bring them to the next meeting. He believes the entire Board should be present to make a decision if the Board should be disbanded. Ms. Weimer said when there are activities going on at the Library there should be someone present from the Board. Member Shook suggested someone reading to the elderly. Chairman Hetrick suggested contacting Voltran Bus Service to see if they can bring elderly citizens to the Library. Ms. Weimer said there isn't enough staff to do some of the suggestions from the Board.

Chairman Hetrick believes the meetings should be held quarterly. The Board agreed.

*Motion made by Member Gardner to hold quarterly meetings with the next meeting to be December 1, 2016, seconded by Member Bennett. Motion carried unanimously by voice vote.*

Member Gardner would like to see all the costs for the Board to run.

**B. REPORTS AND COMMENTS**

3. Librarian's Report

|                 | June           | July               | August               |
|-----------------|----------------|--------------------|----------------------|
| Reservations    | 5,375          | 5,814              | 5671                 |
| Loans/Renew     | 37,290         | 36,783             | 34,793               |
| Lending Machine | 0 out of order | 257 (out of order) | 1,532 (out of order) |
| Volunteer hours | 600            | 617                | 708                  |

4. Friends of the Library

Ms. Weimer reported on the Friends of the Library programs to the Board.

5. CLAB Report

Ms. Weimer was unable to attend the CLAB meeting and had nothing to report.

**C. PUBLIC COMMENTS**

There were none.

**D. BOARD COMMENTS**

There were none.

**E. NEXT MEETING DATE**

6. Next meeting Date: December 1, 2016 @ 5:00 p.m.

**F. ADJOURNMENT**

*Motion was made by Member Gardner to adjourn, seconded by Member Shook. Motion carried unanimously by voice vote and the meeting adjourned at 5:56 p.m.*

---

Stan Hetrick, Chairman

## **DIVISION 2. - LIBRARY ADVISORY BOARD**

[Sec. 2-66. - Establishment.](#)

[Sec. 2-67. - Purpose, duties and functions.](#)

[Sec. 2-68. - Composition; qualifications of members.](#)

[Sec. 2-69. - Appointments, terms.](#)

[Sec. 2-70. - Vacancies, removal of members.](#)

[Sec. 2-71. - Organization, rules of procedure.](#)

[Secs. 2-72—2-90. - Reserved.](#)

### **Sec. 2-66. - Establishment.**

There is hereby created and established a regional library advisory board.

(Code 1981, § 2-50; Ord. No. 1996-29, § 1, 10-1-96)

### **Sec. 2-67. - Purpose, duties and functions.**

(a) The purpose of the library advisory board shall be to represent the community's interest and to serve as an information resource in planning the community public library service programs for discussion and review with the county library advisory board.

(b) The library advisory board shall make recommendations to the city council as to the best usage and improvements of and to the Port Orange Regional Public Library and shall work with the county library board to ensure that the library services provided meet the true needs of the community. To accomplish this the library advisory board shall:

- (1) Assist in determining library needs of the community.
- (2) Provide opportunity for combined public opinion and professional skill in the determination of community library needs.
- (3) Consider suggestions and criticisms and make recommendations to the city council and the county library advisory board.
- (4) Assist in planning of library programs.
- (5) Assist in establishing short-term and long-range goals for regional libraries.
- (6) Make reports to the city council, as necessary, regarding library-related matters.

(Code 1981, § 2-51; Ord. No. 1996-29, § 2, 10-1-96)

### **Sec. 2-68. - Composition; qualifications of members.**

(a) The city council shall appoint a seven-member library advisory board. Each member of the board shall be a qualified elector residing in the city or the area bordered by the Atlantic Ocean on the east, the municipal boundaries of the City of Daytona Beach on the north, Tomoka Farms Road on the west, and the city's municipal service area as described in the interlocal agreement with the City of New Smyrna Beach on the south, including the Town of Ponce Inlet, the City of Daytona Beach Shores, and the City of South Daytona. Members shall not hold any elective public office. Members may serve on other advisory boards of the city.

PART II - CODE OF ORDINANCES  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - BOARDS AND COMMISSIONS  
DIVISION 2. - LIBRARY ADVISORY BOARD

(b) Members of the board shall be generally sympathetic to and knowledgeable of the principles and objectives of public libraries, they should have the capacity to envision what library service should mean to the community, and they should be willing to assist in establishing policies for the successful operation of the library and for impartial service to all its patrons.

(Code 1981, § 2-52; Ord. No. 1996-29, § 3, 10-1-96)

**Sec. 2-69. - Appointments, terms.**

Appointments to the library advisory board shall be staggered. All appointments shall be made for a term of three years. A board member may be reappointed for any number of consecutive terms.

(Code 1981, § 2-53)

**Sec. 2-70. - Vacancies, removal of members.**

Any member of the library advisory board who is no longer a qualified elector residing in the city or the area described in subsection 2-68(a), or who fails to attend two of three successive meetings without good cause shall forfeit his appointment and the city council may determine a vacancy to exist, which shall be promptly filled by the city council. A member of the board may be removed from the board by the city council for cause upon written charges and after a public hearing before the city council. Appointments to fill any vacancy shall be for the remainder of the unexpired term of the former member.

(Code 1981, § 2-54; Ord. No. 1996-29, § 4, 10-1-96)

**Sec. 2-71. - Organization, rules of procedure.**

(a) *Officers.* The members of the library advisory board shall elect a chairman and a vice-chairman to preside in the absence of the chairman. Such election shall take place at the first meeting of the board of each calendar year.

(b) *Responsibilities of chairman.* The chairman shall be responsible for the orderly running of all meetings, shall direct the preparation of all reports and shall make all necessary reports to the city council and the county library advisory board.

(c) *Minutes.* The city recording secretary shall be responsible for keeping and recording minutes of all meetings. A copy of the minutes of each meeting shall be kept on file in the city clerk's office.

(d) *Quorum; rules of order.* The presence of four or more members shall constitute a quorum of the board necessary to take action or conduct business. The board shall adopt Robert's Rules of Order, Newly Revised, or such other written rules and procedures as may be desirable and necessary to promote and effectuate the purposes, objectives and business of the board in an orderly, timely and productive manner.

(e) *Compensation.* Members of the board shall serve without compensation but may be reimbursed for such travel, mileage, per diem or other expenses as may be authorized by the city council.

(Code 1981, § 2-55; Ord. No. 1996-29, § 5, 10-1-96)

**Secs. 2-72—2-90. - Reserved.**