



AGENDA
LIBRARY ADVISORY BOARD
CITY OF PORT ORANGE

Meeting Date: Thursday, July 7, 2016
Type of Meeting: Regular

Time: 5:00 PM
Location: Port Orange Regional Library,
1005 City Center Blvd.

A. CALL TO ORDER

1. Roll Call

B. DISCUSSION/ACTION

2. Consideration of Minutes
3. Duties & Responsibilities

C. REPORTS AND COMMENTS

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

D. PUBLIC COMMENTS

E. BOARD COMMENTS

F. NEXT MEETING DATE

7. Next Meeting Date: 09/01/16

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 REGIONAL LIBRARY CONFERENCE ROOM
1005 CITY CENTER CIRCLE
March 3, 2016

THE REGULAR MEETING OF THE LIBRARY ADVISORY BOARD of the City of Port Orange was called to order by Chairman Stan Hetrick at 5:00 p.m.

Present: Stan Hetrick, Chairman
Geraldine Bennett, Vice Chairman
Shirley Shook
Rosalyn Crotty
Harrise Niemczak

Absent: Dianne Gardner (Excused)

Also Present: Jane Weimer, Port Orange Librarian
Barbara Abbate, City Clerk's office

A. DISCUSSION/ACTION

1. Consideration of Minutes

Motion made by Member Crotty to accept the minutes from the January 7, 2016 meeting, seconded by Member Bennett. Motion carried unanimously by voice vote.

B. REPORTS AND COMMENTS

2. Librarian's Report

Jane Weimer, Port Orange Librarian, gave the report.

	February
Reservations	5,219
Loans/Renew	32,955
Lending Machine	2,192
Vol. hours	644.50

3. Friends of the Library

Ms. Weimer went over the Friends of the Library program with the Board.

4. CLAB Report

Ms. Weimer said the next meeting will be March 11, 2016 at 10:00 a.m. in Deland.

Ms. Weimer said the New Smyrna Beach Library will be closed March 21, 2016 to April 10, 2016 and some of the staff will be working in Port Orange.

C. PUBLIC COMMENTS

There was none.

D. BOARD COMMENTS

There was none.

E. NEXT MEETING DATE

5. Next Meeting Date: 5-5-16

F. ADJOURNMENT

Motion was made by Member Crotty to adjourn, seconded by Member Niemczak. Motion carried unanimously by voice vote and the meeting adjourned at 5:17 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.

RESOLUTION NO. 2007- 77

A RESOLUTION OF THE COUNTY COUNCIL OF VOLUSIA COUNTY, FLORIDA, PROVIDING FOR THE CREATION OF THE VOLUSIA COUNTY LIBRARY ADVISORY BOARD; PROVIDING FOR ORIENTATION OF BOARD MEMBERS; PROVIDING FOR AN ANNUAL GOAL SETTING; PROVIDING FOR DUTIES OF THE BOARD; PROVIDING FOR TERMS AND APPOINTMENT OF MEMBERS; PROVIDING FOR OFFICERS; PROVIDING FOR MEETINGS; PROVIDING FOR COMMITTEES; PROVIDING FOR AMENDMENT OF RESOLUTION; PROVIDING FOR AMENDMENTS OF ESTABLISHMENT OF ENDOWMENT FUND; PROVIDING FOR REPEAL OF RESOLUTION NO. 2000-94, AND REPEAL OF ANY CONFLICTING BY-LAWS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Public Library is an excellent example today of democracy and of the American ideal of equal opportunity for all; and

WHEREAS, the Public Library services are important to all people living in the County; and

WHEREAS, the County Council of Volusia County, Florida, has determined, it is desirable to create a citizens advisory board to be known as the Volusia County Library Advisory Board.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF VOLUSIA COUNTY, FLORIDA IN OPEN MEETING DULY ASSEMBLED IN THE COUNTY COUNCIL CHAMBERS AT THE THOMAS C. KELLY ADMINISTRATION CENTER, 123 WEST INDIANA AVENUE, DELAND, FLORIDA, THIS 3RD DAY OF MAY, 2007, A.D., AS FOLLOWS:

SECTION I: Creation

There is hereby created and established the Volusia County Library Advisory Board which shall be appointed by the county council and shall report and advise the county council.

SECTION II: Orientation

The county council or county staff will conduct a board orientation in the first quarter of the year in which appointments are to be made. The orientation will acquaint board members with parliamentary procedure, sunshine law, public records law, and county staff that will be assigned to the Volusia Library Advisory Board.

SECTION III: Goal Setting

The board shall conduct an annual goal setting session where it will outline its work-plan for the year. The board will make an annual presentation to the county council on the accomplishment of its work-plan.

SECTION IV: Duties

A. The board shall support the development of effective free public library service for all residents of Volusia County.

B. The board has the primary responsibility to render to the county council, to the county manager, and to the county librarian advice and counsel as well as suggestions and recommendations relating to the development and improvement of public libraries and

public library services and programs in Volusia County.

C. The board shall report on the county library system's progress and needs as in paragraph B above, as well as to local boards, and to make recommendations for the annual budget accordingly.

D. The board shall recommend methods for attainment of recognized library standards.

E. The board shall be aware of changes and new developments in library laws and service, and attend workshops and conferences relating to meaningful library progress.

SECTION V: Terms and Membership

The board shall consist of seven members appointed by the county council for their interest in public library service, all of whom shall be electors of Volusia County. Members shall be appointed for a term of two-years and shall serve at the pleasure of the council. The county council shall appoint a board member upon the nomination of a council member. Each district council member shall make one nomination of an elector within the member's district. The at-large member and the County Chair shall each make one nomination of an elector within the county.

If any member fails to attend two meetings during any calendar year ending December 31, regardless of the reason, the member's seat shall be deemed vacant. No elected official, member of two or more other county boards or commissions, or employee of county government shall be appointed to serve on the board. A board vacancy shall be

filled upon nomination by the council member who shall have made the nomination to the vacated position or the successor to that council member. Appointments to fill any vacancy shall be for the remainder of the unexpired term.

SECTION VI: Officers

The officers of the board shall be a chairman, a vice-chairman and a secretary whose duties shall be those pertaining to said respective offices. Their term of office shall be for one year coinciding with the fiscal year. The chairman, vice-chairman and secretary shall be elected at the annual meeting and shall remain in office until their successors are elected.

SECTION VII: Meetings

The board will meet at least quarterly, but not more than six times annually, unless otherwise needed in order to accomplish those issues outlined in their work-plan. The annual meeting shall be held at the time and place of the first regular meeting in each fiscal year. Special meetings may be called by the chairman, or upon request of four members for the transaction of whatever business the members agree to consider. A quorum of any meeting shall consist of a simple majority of the board. Notices, agendas and minutes of all meetings shall be mailed to members at least five days before the meeting. Any meeting may be waived by agreement of all board members.

The current edition of newly revised Robert's Rules of Order shall govern the conduct of all meetings in all cases to which they are applicable and any special rules the board may adopt.

SECTION VIII: Committees

Special committees may be appointed by the chairman, such committees to serve until completion of the work for which they were appointed or until terminated by the board.

SECTION IX: Amendment of Resolution

This Resolution may be amended at any meeting by a favorable vote of the county council.

SECTION X: Amendments - Establishment of Endowment Fund

Gifts, endowments, or other specially earmarked funds presented to the Library for the furtherance of library service should remain under the exclusive control of the Library and not be diverted to other purposes in the general fund of county government. Nor should the receipt of gift funds be used as reason for decreasing local tax support or holding it to a level less than necessary to meet standards.

Such gifts shall be deposited with the Chief Financial Officer of the County of Volusia in a separated fund earning interest to be added to the fund balance and subject to all audits and procedures governing such other county special funds.

Transfers from the Special Library fund to the Library Operating Fund shall only be by authorization of the Library Services Director and supported by a written record of approval by the County Library Advisory Board.

In the event this board dissolves, all assets other than the Special Library Fund shall continue to be used by the successors responsible for free public library service in Volusia County.

SECTION XI: Resolution No. 2000-94 is hereby repealed. In addition, any By-laws of the board which are in conflict with this Resolution are hereby repealed.

SECTION XII: This Resolution shall become effective as of March 31, 2007.

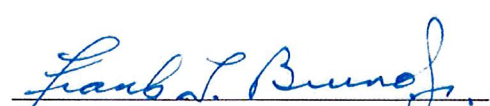
DONE AND ORDERED IN OPEN MEETING.

ATTEST:



James T. Dinneen
County Manager

COUNTY COUNCIL
COUNTY OF VOLUSIA, FLORIDA



Frank T. Bruno, Jr.
County Chair