



CITY OF MADISON HEIGHTS
LIBRARY - EVENT ROOM, 240 W. 13 MILE ROAD
LIBRARY ADVISORY BOARD MEETING AGENDA
JANUARY 24, 2024 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes of October 18, 2023

MEETING OPEN TO THE PUBLIC

REPORTS

2. Friends of the Library
3. Library Director Report

WORK PLAN REVIEW

- [4.](#) Work Plan Review
 - A. Review & update members of subcommittees.
 - B. Collaborative Speaker Series - Subcommittee Chair Aaron, May, Bliss, Hill, Student Representative Goatley
 - C. Expand Tween Events - Subcommittee Chair Mentzer, Hill, Shepherd, Nagle.

UNFINISHED BUSINESS

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Library Advisory Board Meeting
Madison Heights, Michigan
October 18, 2023

A Library Advisory Board Meeting was held on Wednesday, October 18, 2023 at 6:30 PM at
Library, 240 W. 13 Mile Road

CALL TO ORDER

at 6:35 p.m. by Chair May.

ROLL CALL

PRESENT:

Toya Aaron, Council Representative
Amanda May, Chair
Rebecca Hill
Kristina Mentzer, Vice Chair
William Mier

ALSO PRESENT:

Anthony Goatley, Student Representative
Vanessa Verdun-Morris, Staff Liaison

ABSENT:

Jennifer Nagle
Jeffrey Scott
Nicholas Cobb, Alternate

EXCUSED:

Deborah Shepherd
Mark Bliss, Council Alternate, ex officio
Melissa Marsh, City Manager, ex officio

Motion by Mentzer to excuse Shepherd, Bliss, & Marsh for giving notice. Seconded by Mier.
Passed unanimously.

ADDITIONS/DELETIONS

None.

APPROVAL OF MINUTES

1. Approve minutes of July 20, 2023

Motion by Mier to approve minutes of July 20, 2023. Second by Aaron. Passed
unanimously.

MEETING OPEN TO THE PUBLIC

No public present wishing to speak.

REPORTS

2. Friends of the Library

Mentzer reported the Friends made over \$1000 at sale, not counting their PayPal donation. She noted it was difficult to move furniture in Breckenridge Room and wheels or sliders are needed for larger furniture pieces like tables and lounge chairs.

3. Library Director Report

Verdun-Morris reported the Community Engagement Librarian resigned. Hiring process is ongoing. The library is looking to expand event offering more in upcoming year. Building usage patterns are being evaluated and operations continue to be refined.

WORK PLAN REVIEW

4. Work Plan Review

a. Grand Opening Celebration - Chair Mentzer, Aaron, May, Shepherd

May reported goal was met.

b. Gala or Other Fundraiser - Chair Bliss, Aaron, May, Shepherd

May reported goal was removed from plan at previous meeting.

c. Promote Library Services and Plan Speaker Series - Aaron, May

Aaron reported four sessions on finance were well-attended. Mental Health series to continue into next workplan, with other series.

d. Create Opportunity for Collaboration - No subcommittee.

Verdun-Morris & May reported some events, like Mythical Mermaids event and Grand Opening, were hosted collaboratively between Library and Active Adult Center.

UNFINISHED BUSINESS

NEW BUSINESS

5. Elect chair and vice-chair.

Motion by Aaron to keep the same chair and vice-chair. Second by Mier. Passed unanimously.

6. Create 2024-2025 Work Plan

Motion by Mentzer to close out 2023 work plan and adopt 2024-2025 work plan as follows:

Collaborative Speaker Series, benefit of free educational events for community, will need space and snack resources. Subcommittee consists of Chair Aaron, May, Hill, Bliss, and ex-officio Goatley.

Expand Tween Events, benefit of more activities for grades 5-8 in community, will need books, space, and snacks. Subcommittee consists of Chair Mentzer, Hill, Shepherd, Nagle.

Measures of success for both goals is participation numbers.

Seconded by Aaron. Passed unanimously.

7. Set 2024 meeting schedule.

Suggested dates: January 24, April 24, July 24, October 23.

Motion by Mentzer to adopt suggested meeting dates. Second by Hill. Passed unanimously.

ANNOUNCEMENTS

No announcements were made.

ADJOURNMENT

at 7:30 pm by Chair.

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Library Advisory Board Work Plan 2024-2025

Name of Project, Goal	Benefit if completed	Subcommittee Members	Resources Needed	2024 & 2025 Measures of Success	Priority	January Update	April Update	July Update	October Update
Collaborative Speaker Series	Free educational events for community	Chair Aaron, May, Bliss, Hill, Goatley (ex-officio)	Space Snacks	Participation Numbers	1				
Expand Tween Events	More activities for grades 5-8 in community	Chair Mentzer, Hill, Shepherd, Nagle	Space Snacks Books	Participation Numbers	2				

Board and Commission Work Plan Guidelines and Process

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities.

The City Council will ask the Board or Commission Chair to present the work plan to the City Council.

- Review purpose of the Board or Commission: The Historical Commission works to collect and preserve historical material relating to the history of the City and surrounding area.
- Discuss any City Council priorities for the Board or Commission: Library Exhibit Room.
- Discuss existing and possible projects, priorities, and goals. Order from high priority to low priorities.
- Finalize work plan for City Council review.
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan. (Initially 1 year for 2023 and 2 years after that with updates after the first year.)
- Present report to the City Council annually and include: List of priorities, projects, and goals; Status updates; If items are not complete, include why and any other additional details to share with the Council.