



CITY OF MADISON HEIGHTS

**CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE,
MADISON HEIGHTS, MI 48071**

LIBRARY ADVISORY BOARD MEETING AGENDA

APRIL 19, 2023 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approval of Minutes from January 18, 2023

MEETING OPEN TO THE PUBLIC

REPORTS

- [2.](#) Civic Center Project
3. Friends of the Library
4. Grand Opening Celebration - Chair Mentzer, Aaron, May, Shepherd
- [5.](#) Library Advisory Board Work Plan 2023

UNFINISHED BUSINESS

6. Promote Library Services and Plan Speaker Series Project
7. Create Opportunity for Collaboration Project
8. Gala or Other Fundraiser Project

NEW BUSINESS

- [9.](#) National Library Workers Day - April 25

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
January 18, 2023

A Library Advisory Board Meeting was held on Wednesday, January 18, 2023 at 6:30 PM at
City Hall - Executive Conference Room, 300 W. 13 Mile Road

CALL TO ORDER

6:32 pm by Chair May

ROLL CALL

PRESENT
Amanda May
Kristina Mentzer
Deborah Shepherd
Alternate Jennifer Nagle
Council Representative Toya Aaron

ABSENT
Rebecca Chambliss
Anjela Freeman
William Mier
Jeffrey Scott
Jason Theodoroff
Council Representative Alternate Mark Bliss

EX-OFFICIO
Lamphere Student Rep Anthony Goatley
City Manager Melissa Marsh
Library Director Vanessa Verdun-Morris

Motion to excuse Theodoroff, Mier & Bliss made by Shepherd, Seconded by May. Passed
unanimously.

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- 1. Approve minutes for September 28, 2022
Motion made by Mentzer, Seconded by Council Representative Aaron. Passed
unanimously.

MEETING OPEN TO THE PUBLIC

No public present.

REPORTS

- 2. Civic Center Project

Verdun-Morris & Marsh reported library re-opening may be delayed a few weeks due to timing of shelving delivery. The rest of construction appears to be on track.

3. Friends of the Library

Shepherd & Mentzer reported that there was a good turnout for their Bake Sale. They're hoping to offer tote bags in the Friends Store.

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

Shepherd reported there will be a raffle basket fundraiser, a scavenger hunt expedition, and snacks, with projected expenses of no more than \$1,400.

5. National Library Week Gala Fundraiser - Chair Bliss, Aaron, May, Shepherd

Aaron reported the Gala committee hasn't met.

UNFINISHED BUSINESS

6. Library Advisory Board Work Plan

Motion to table the Gala until a less time-dependent fundraiser can be planned.

Motion made by Shepherd, Seconded by Council Representative Aaron.

NEW BUSINESS

7. Create Opportunity for Collaboration Project

Tabled until next meeting.

8. Promote Library Services and Plan Speaker Series Project

Tabled until next meeting.

9. Identification Badges

Let Vanessa know if you would like an identification badge.

ANNOUNCEMENTS

Nagle reported the Arts Board is doing a community art project that will need a permanent home after completion and the library may be asked to host.

Marsh & Verdun-Morris reported that the Historical Commission are recommending that Council name the Teen area of the library after Bob Corbett.

ADJOURNMENT

Adjourn at 7:23 pm by May.

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email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



City of Madison Heights, Michigan

Item 2.

City Hall Municipal Offices
300 W. Thirteen Mile Road
Madison Heights, MI 48071

Department of Public Services
801 Ajax Drive
Madison Heights, MI 48071

Fire Department
31313 Brush Street
Madison Heights, MI 48071

Police Department
280 W. Thirteen Mile Road
Madison Heights, MI 48071

www.madison-heights.org

Madison Heights Public Library Ribbon Cutting

Please accept our invitation to the renovated library's ribbon cutting on

Monday, May 8, 2023, at 5:30 p.m.

featuring the dedication of the Robert Corbett Youth Room.

While the library still has a few finishing touches to complete,
most of the library building is ready for visitors.

Please note:

**Entrance to the Madison Heights Public Library
is limited to the West entrance only.**

Please see the parking map on the back of this page.

FOR QUESTIONS OR TO RSVP, PLEASE CONTACT:

Madison Heights Public Library
Vanessa Verdun-Morris, Director
248-837-2852

VanessaVerdun-Morris@Madison-Heights.org

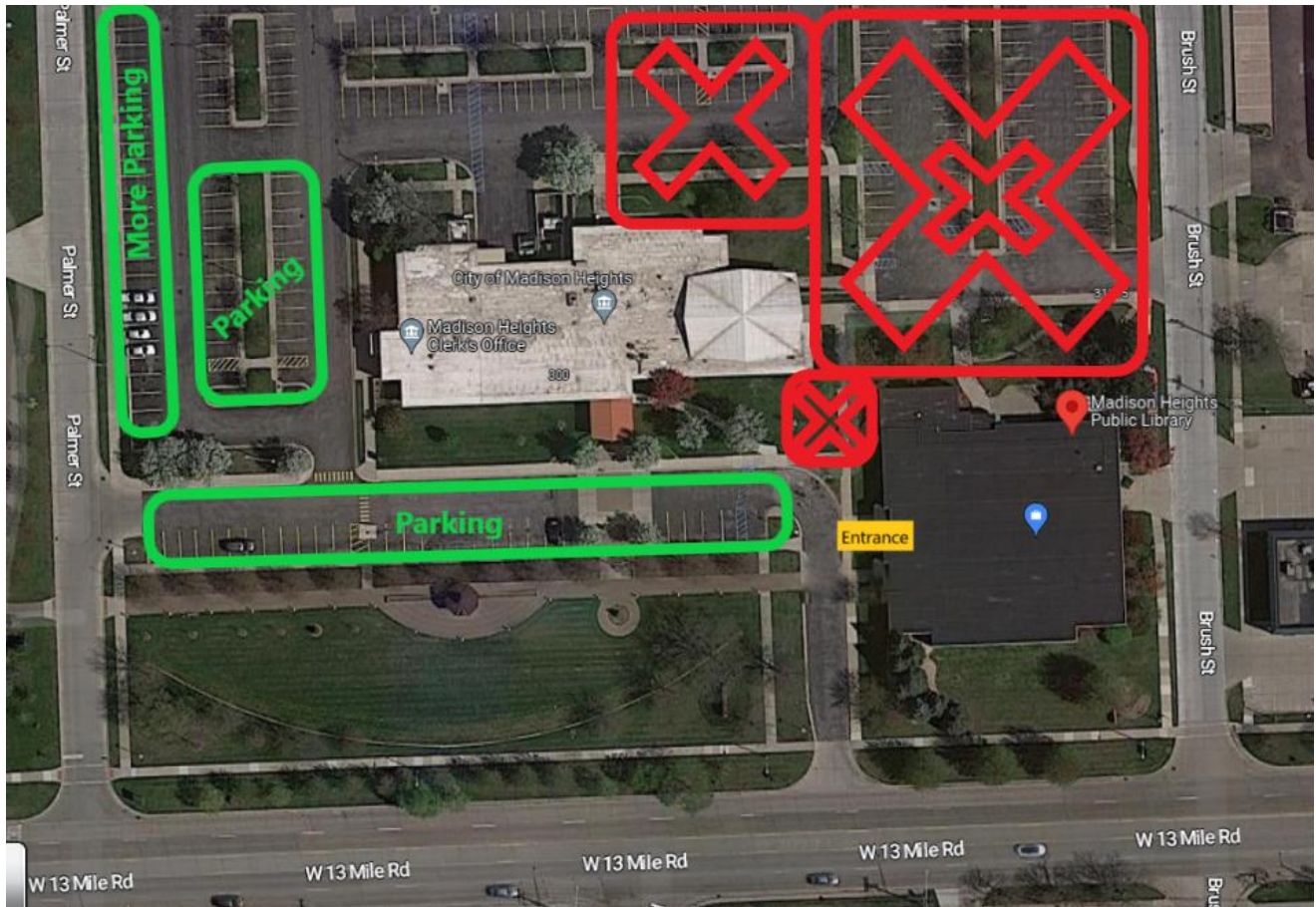
Area Code (248)

Active Adult Center.....	545-3464	Finance	583-0846	Nature Center	585-0100
Assessing.....	858-0776	Fire Department.....	588-3605	Police Department.....	585-2100
City Clerk	583-0826	43rd District Court.....	583-1800	Purchasing.....	583-0828
City Manager	583-0829	Human Resources.....	583-0828	Recreation.....	589
Community Development	583-0831	Library	588-7763	Water & Treasurer	583
Department of Public Services.....	589-2294	Mayor & City Council.....	583-0829		

Entrance and Parking Information:

The outdoor area leading up to the West Entrance may be muddy and/or unpaved due to the unpredictability of weather combined with construction ongoing next to the library.

Persons with disabilities needing accommodation for effective participation should contact the library at least two days before the ribbon cutting by calling 248-588-7763. An attempt will be made to provide reasonable accommodation.



Parking Map showing West Entrance

Area Code (248)

Active Adult Center.....	545-3464	Finance	583-0846	Nature Center	585-0100
Assessing	858-0776	Fire Department.....	588-3605	Police Department.....	585-2100
City Clerk	583-0826	43rd District Court.....	583-1800	Purchasing.....	583-0828
City Manager	583-0829	Human Resources.....	583-0828	Recreation.....	583-0828
Community Development	583-0831	Library	588-7763	Water & Treasurer	583-0828
Department of Public Services.....	589-2294	Mayor & City Council	583-0829		



RIBBON CUTTING

May 8, 2023 at 5:30 p.m.

Welcome and Introduction of Special Guests
Library Director Vanessa Verdun-Morris

Remarks
City Manager Melissa Marsh

Dedication of Robert Corbett Youth Room
Mayor Roslyn Grafstein

Ribbon Cutting
City Council, Library Advisory Board, and Staff

Tours
Library Staff

240 W. 13 Mile · 248-588-7763
madison-heights.com/library

Library Advisory Board Work Plan 2023

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources Needed (staff support, subcommittee, fundraising)	Measure of Success	Priority
Grand Opening Celebration	introduce residents to renovated library	March 2023	Subcommittee to be composed of Subcommittee Chair Mentzer, Council Representative Aaron, May, Shepherd.	number of attendees	
National Library Week Gala Fundraiser	raise funds for library materials	April 2023	Subcommittee Chair Council Alternate Bliss, Council Representative Aaron, May, Shepherd.	number of attendees and amount of funds raised	
Promote Library Services and Plan Speaker Series	provide free educational events	August 2023	Subcommittee to be determined at future Library Advisory Board Meeting	participation numbers for educational events	
Create Opportunity for Collaboration	improve participation with other boards, commissions, and the Active Adult Center	December 2023	Subcommittee to be determined at future Library Advisory Board Meeting	participation numbers for educational events	

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. Work plans should include if there is intent to use subcommittees or additional City staff to assist in the Board or Commission work for the year ahead.

To guide the work of developing the board or commission annual work plan, a short checklist is provided below:

- Review purpose of the Board or Commission
- Discuss any City Council priorities for the Board or Commission
- Discuss existing and possible projects, priorities, and goals
 - Order from high priority to low priorities
- Finalize draft 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.

The logo for National Library Workers Day features the word "NATIONAL" in red, "LIBRARY WORKERS" in large blue letters with small icons of people inside the letters, and "DAY" in red. To the right is the ALA/APA logo.

**NATIONAL
LIBRARY WORKERS DAY**

APRIL 25, 2023

Madison Heights Public Library workers play a critical role in meeting the needs of our community, from offering technology support and education training to providing research services and toddler story times. April 25 is National Library Workers Day (NLWD), a time to recognize library professionals for their expertise and commitment to transforming lives and communities through education and lifelong learning. The day also reminds Madison Heights that libraries of all types provide endless opportunities for engagement, enrichment, and development.

There are approximately 15 Madison Heights Public Library staff members who check materials in and out, label materials, and help people find the information needed to improve their lives. Most recently, staff have been providing curbside services, events at various locations throughout the city, and assisting at other libraries while the current library building is under construction.

To show appreciation for Madison Heights Public Library staff and the work they do throughout the year, members of the community are invited to share their what they appreciate about library staff by posting to the Madison Heights Public Library Facebook page at facebook.com/mhlibrary or using the Contact a Librarian form at madison-heights.org/library.

Thank you for helping us celebrate the contributions of Madison Heights Public Library staff.

About NLWD

Established in 2003, National Library Workers Day (NLWD) celebrates the contributions of all library workers, including librarians, support staff and others who make library service possible every day. NLWD is held annually during National Library Week (April 23 – 29, 2023) and is sponsored by the American Library Association-Allied Professional Association.