



CITY OF MADISON HEIGHTS
LIBRARY - FLEX SPACE, 240 W. 13 MILE ROAD
LIBRARY ADVISORY BOARD MEETING AGENDA
OCTOBER 22, 2025 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes of July 23, 2025.

MEETING OPEN TO THE PUBLIC

REPORTS

2. Friends of the Library Report - Mentzer
3. Library Director's Report - Verdun-Morris
- [4.](#) Work Plan Review 2025 - May, Mentzer

UNFINISHED BUSINESS

- [5.](#) Policy Review & Updates - Combine Internet and Wireless policies into one policy.

NEW BUSINESS

6. Elect chair and vice-chair.

Current officers:

Chair: Becky Hill

Vice-chair: Jennifer Nagle

7. Set 2026 meeting schedule.

Suggested dates: January 28, April 22, July 22, October 28.

- [8.](#) Work Plan 2026

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
July 23, 2025

A Library Advisory Board Meeting was held on Wednesday, July 23, 2025 at 6:30 PM at Library
- Flex Space, 240 W. 13 Mile Road

CALL TO ORDER

at 6:30 p.m. by Chair.

ROLL CALL

PRESENT

Chair Becky Hill
Vice Chair Jennifer Nagle
Council Representative Alternate Bill Mier
Toya Aaron
Amanda May
Kristina Mentzer
Regina Juska-Svoba
Jeffrey Scott
Staff Liaison & Library Director Vanessa Verdun-Morris

ABSENT

Council Representative David Soltis
Student Representative Zebe Pritchett
City Manager Melissa Marsh

ADDITIONS/DELETIONS

None.

APPROVAL OF MINUTES

1. Approve minutes of April 23, 2025.

Motion made by Council Representative Alternate Mier, Seconded by Juska-Svoba.
Approved unanimously.

MEETING OPEN TO THE PUBLIC

No public present wishing to speak.

REPORTS

2. Friends of the Library Report

Mentzer reported that the Friends are doing a lot of outreach. They went to Pride and have been giving out books. The next big sale is in October.

3. Library Director's Report

Verdun-Morris reported that the summer reading program is ongoing. As part of the program, a library card design contest was held. Winners have been selected by public

vote, but not yet announced. The announcement will be made a future council or library board meeting.

4. Work Plan Review 2025

May reported for the Library Policy Review Committee that the Flex Space Meeting Policy was created and reviewed by the subcommittee. The Internet & Wireless Policies will be the next policies up for review.

Mentzer reported that the Expand Tween Events committee met recently. They're looking at doing possible outreach at Trail Tunes or Skelebration. Marketing seems to be the most difficult, and they're trying to establish better relationships with the schools.

UNFINISHED BUSINESS

5. Policy Review and Updates - Create Flex Space Meeting Room policy.

Motion to create Flex Space Meeting room policy.

Motion made by Scott, Seconded by May. Approved unanimously.

NEW BUSINESS

6. Policy Review & Updates - Combine Internet and Wireless policies into one policy.

ANNOUNCEMENTS

None.

ADJOURNMENT

Adjourned by Chair at 6:44 p.m.

Library Advisory Board Work Plan 2025

Name of Project, Goal	Library Policy Review	Expand Tween Events
Benefit	Resident input on library policies	More activities for grades 5-8 in community
Subcommittee Members	Chair May, Mentzer, Scott, Verdun-Morris	Chair Mentzer, Hill, Nagle
Resources Needed		Space, Snacks, Books
Measures of Success	Review of one policy quarterly	Participation Numbers
Priority	1	2
January Update	Recommendations made for the Library Behavior Policy. Safe Child and Unattended Child policies are the next up for review.	Publicity appears to be the biggest challenge. Possible solutions include exit surveys to determine preferred communication channels, and advertising on the city's electronic sign. The Zine Workshop has been combined to one event on 2/19 at 6-7:30 p.m.
April Update	The policy subcommittee met and went over the Safe Child and Unattended child policies and recommended a combined policy.	The next Zine date is May 21 at 6 p.m. and future programs are scheduled for September and December.
July Update		
October Update		

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 (from Code of Ordinances)

The board shall study and make a written recommendation to the city council concerning short and long-term improvements to the city's library system, including:

 - (A) To analyze the community's library service needs including but not limited to physical space, technological requirements, staffing, and hours of operation; and
 - (B) When appropriate, generate a report outlining goals and objectives and a related plan (including timelines and cost) for implementation.

The board exists to promote an outstanding library program for the citizens of the city. In pursuit of this objective, it shall serve as:

 - (A) A forum for the careful consideration of policy matters related to the operation of the library system; and
 - (B) A voice for the department in the community and a voice for the community in the department; and
 - (C) An advisor to the director when requested by him/her; and
 - (D) A recommending body to the city council on matters of general department policy.
- 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 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.

Internet Safety Policy

Madison Heights Public Library

Adopted by City Council: June 24, 2013. Updated: DRAFT

Purpose

In order to comply with CIPA [CHILDREN'S INTERNET PROTECTION ACT (Pub. L. 106-554 and 47 USC 254(h))] the City of Madison Heights Public Library has adopted this Internet Safety Policy.

A Technology Protection Measure (filtering software) is installed on all Internet access points in the library, including public computers, staff devices, and the wireless network. This filtering software helps to protect against access to visual depictions deemed "obscene," "child pornography," or "harmful to minors."

- The term "obscene" as defined in 18 USC Section 1460.
- The term "child pornography" as defined in 18 USC Section 2256.
- The term "harmful to minors" as defined in 47 USC Section 254 [G].

Use of the Library's Internet service indicates the user will abide by all relevant Library policies and applicable law.

While the Library strives to provide reliable service, connection quality and availability are not guaranteed due to technology limitations and high demand.

Responsibility and Safety

Staff presence and use of a filtering system should not be viewed as a substitute for parental supervision of a minor on the Internet. Parents or legal guardians, and not the library staff, are responsible for monitoring their children's use of the internet and for information selected and/or accessed by their children. Children should be warned against giving out any personal information while using these resources, social media sites, or other direct electronic communications. Appropriate online behavior is required by all users.

The library uses internet filters to help block harmful or inappropriate content. However, filters are not perfect. Sometimes they may block websites that are safe and appropriate and fail to block sites that should be restricted.

For minors (under 18): If a website is blocked by mistake, please let a librarian know. The librarian will review the site and arrange to have the site unblocked if appropriate.

For adults (18 and older): You can request to use a computer with the filter turned off. Usage will be allowed on a designated computer, and you must make the request yourself.

Please note that these requests will be met as soon as possible, but access may not be immediate. All internet use will still be monitored to ensure safe and responsible use.

The following are prohibited:

- Access by minors to inappropriate matter on the Internet.
- Sending or displaying obscene or disruptive messages, files, or images.
- Any type of Cyber-bullying.
- Use of chat rooms or instant messaging by a minor without parental approval.
- Gaining unauthorized access to the library's network or computer systems or to any other network or computer system (hacking).
- Unauthorized disclosure, use and dissemination of personal identification by or regarding minors.
- Using library computers to conduct any unlawful activity.

Internet Use Rules

1. Internet may not be used for any purpose that violates federal, state, or local laws. Users must respect all copyright and licensing agreements pertaining to electronic files and resources obtained via the Internet.
2. The patron must configure their own equipment. Very limited technical support is available through library personnel. The library cannot guarantee that all hardware will work with printers or WiFi and the library is not responsible for any changes made to their device settings. Staff cannot troubleshoot your equipment. Please consult your user's manual or contact your hardware or software provider for any additional assistance.
3. Communication over WiFi is not secure. MHPL highly recommends that all laptops or wireless devices have up-to-date anti-virus software, spyware protection, and a personal firewall installed while utilizing the Library's wireless network.
4. Wireless users should be certain that their laptop or other wireless devices are secured at all times and should never be left unattended in the library, even for a brief period of time. Theft of such devices is not the responsibility of the library.
5. Limited power outlets are available in the library. These outlets may be used wherever the cord does not present a tripping hazard or block access for patrons or staff. It is recommended that you charge your battery before coming to the library.
6. Users of devices are expected to be considerate of patrons nearby and are required to use headphones when playing movies, music and games, or when using any software program that generates sound.
7. Neither the City of Madison Heights, the Library, its director, nor any city employee shall be liable for any direct or indirect damages which occur from using the wireless network.

Disclaimer of Liability

The library shall not have any responsibility or liability for any direct, indirect, or consequential damage claims arising from information found on the Internet or relating to the loss, damage or interception of any information, data, work product, or other materials viewed, searched or stored on your personal device. The library is not responsible for any damage to personal equipment or software that may occur as a result of using the Library's internet connection. Any violation of this policy may result in the loss of Internet privileges at the library. Unacceptable use that is illegal may result in criminal prosecution as well.

Library Advisory Board Work Plan 2026

Project/ Goal			
Benefit			
Subcommittee Members			
Resources Needed			
Measures of Success			
Priority	1	2	3
January Update			
April Update			
July Update			
October Update			

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