



**CITY OF MADISON HEIGHTS**  
**LIBRARY - BRECKENRIDGE ROOM, 240 W. 13 MILE ROAD**  
**LIBRARY ADVISORY BOARD MEETING AGENDA**  
**SEPTEMBER 28, 2022 AT 6:30 PM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [1.](#) Minutes from July 21, 2021

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

2. Civic Center Project
3. Friends of the Library

**UNFINISHED BUSINESS**

- [4.](#) Recommendation on Student Representation Proposal

**NEW BUSINESS**

- [5.](#) Library Advisory Board Work Plan 2023
6. Chair & Vice Chair
7. Set next meeting date

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

**MINUTES  
LIBRARY ADVISORY BOARD  
SPECIAL MEETING – July 21, 2021**

**Call to Order**

Yerman called the meeting to order at 6:06 p.m.

**Roll Call**

Present: Council Alternate Mark Bliss Kristina Mentzer, Deborah Shepherd, Ashton Southard, Jason Theodoroff, Alternate: Rebecca Chambliss, Ex-Officio Member: Roslyn Yerman  
Excused: Lynne Bucciarelli, Council Representative Robert Corbett Ex-Officio Member: Melissa Marsh  
Absent: Alexander Bedz, Lauren Gadoua, Jeffrey Scott  
Guests: Adam Owczarzak

Bliss made a motion to excuse Bucciarelli and Corbett with a second by Theodoroff

Yeas: Bliss, Mentzer, Shepherd, Southard, Theodoroff, Chambliss  
Nays: None

**Approval of the minutes of April 8, 2021**

Mentzer made a motion to approve the minutes of April 8, 2021 as drafted; Supported by Theodoroff

Yeas: Bliss, Mentzer, Shepherd, Southard, Theodoroff, Chambliss  
Nays: None

**LIBRARY FAÇADE DESIGN**

Owczarzak provided a reminder on the Kaboom grant before sharing the draft façade design and the reason for the revisions to date. Preliminary discussion centered around the wording ‘You Belong Here’ or ‘Where Stories Come to Life.’ An early consensus was that the appearance resembled 90’s clip art. Instead the group advocated for a more modern look, with books represented by associated images. The suggestion was made that the ‘You Belong Here’ concept could be conveyed with the word Library also displayed in other languages, primarily those specific to City residents.

It was recommended that a graphic artist be solicited who could develop the desired ideas for the vinyl artist in comparable fashion to the designs to date. A graphic artist could be solicited through Facebook and other avenues. Bliss suggested Upwork and other City Social Media. The first step would be to obtain the dimensions of the existing designs. With the October 4<sup>th</sup> deadline, Owczarzak noted the need for a quick turnaround or a request for an extension.

The group felt it could be accomplished by the end of August. ‘Where Books Come to Life’ would meet the proposed theme. LAB members and Library staff could identify classical and modern titles. Titles

were discussed as well as literary eras which would be accompanied by related images. Any proposed space would be filled with this concept. Additionally, the suggestion was made for Library to be in City green, with other translations included in different sized fonts and in multiple colors.

A plan B should the vinyl artist not be able to work with the proposed designs would be for a design artist to create their own work. Owczarzak will speak with the City Manager about the available money for this component. \$6,000 has been budgeted for cutting and installing the vinyl, which would also have to pay the graphic artist.

Mentzer and Shepherd stated that the Friends would be open to a contribution with a request from the library, while Bliss noted that the Arts Board or the Human Relations and Equity Commission might have an interest in contributing. Once the needed additional amount for this component is known, these groups can meet to discuss contributing to make up the difference.

Bliss made a motion to proceed with a graphic designer to create a more modern look with representative book titles and images; Supported by Mentzer.

Yeas: Yeas: Bliss, Mentzer, Shepherd, Southard, Theodoroff, Chambliss

Nays: None

### **Books and Beats**

The event subcommittee of Shepherd, Mentzer and Chambliss reported on their preparations to date. The proposal called for up to four stations. Two are being planned, with Shepherd noting several times that this year's event would be a starting point for future Books and Beats events. One station is being designed for Toddlers through Middle School, with a second for Middle School and up.

Bliss asked if either station was being planned inside the library, as the City Manager had advised that the library would be open. Yerman explained that the library had returned to regular hours, with Saturday hours from 10:00 a.m. – 5:00 p.m. Bliss suggested perhaps he understood that the restrooms could be made accessible and suggested the possible use of the Breckenridge Room. Shepherd noted that the Breckenridge Room wouldn't provide a library experience.

Both stations are planned for outside of the library, with elected officials, City and Library staff, school district representatives and Library Advisory Board members serving as readers. The \$250 for entertainment for performing artists was challenging. Bliss stated that funds from Trails Tunes fundraising could also be used for Books and Beats. He also suggested reaching out to Laurie Gerald's connections. A portable PA system is being purchased for each group, which the library will be able to use for future outdoor events.

### **Adjournment**

A motion to adjourn the meeting was made at 7:45 p.m. by Bliss; Supported by Mentzer

|   | Arts Board (resolution) |          | Library Advisory Board (currently ordinance) |          | HREC (resolution) |          | Park and Recreation Advisory Board (currently Ordinance) |          |
|---|-------------------------|----------|--|----------|-------------------|----------|--|----------|
|   | Current                 | Proposed | Current                                      | Proposed | Current           | Proposed | Current  | Proposed |
| Resident Members                        | 7                       | 7        | 8  | 7        | 5                 | 5        | 7  | 7        |
| Resident Alternates                     | 3                       | 3        | 1  | 3        | 2                 | 3        | 2  | 3        |
| Students specific per school            | 3                       | 0        | 0  | 0        | 0                 | 0        | 3  | 0        |
| Students specific per school alternates | 6 (2 per school)        | 0        | 0  | 0        | 0                 | 0        | 0  | 0        |
| Students at-large                       | 0                       | 3        | 0  | 3        | 0                 | 3        | 0  | 3        |
| Council                                 | 1                       | 1        | 1  | 1        | 1                 | 1        | 1  | 1        |
| Council Alternates                      | 1                       | 1        | 1  | 1        | 1                 | 1        | 1  | 1        |
| School Liaison (Board or staff member)  | 0                       | 0        | 0  | 0        | 3                 | 2        | 2  | 2        |
| Voting                                  | 11                      | 11       | 9  | 11       | 9                 | 13       | 13   | 13       |

- create 3 student at-large seats for each of these boards instead of school specific
- eliminate the Arts Board student alternates – they have never been filled since they were created
- establish 3 at-large citizen alternates for each board for uniformity and ease of meeting quorum
- Eliminate Bishop Foley rep (under other category) for the HREC and keep the Madison and Lamphere Representatives. Bishop Foley has never appointed anyone to this position, and if we add three at-large student reps, we need an odd number for the total membership. Alternatively, keep their alternates at two.
- As an administrative policy, eliminate the reoccurring background check for applicants. We only would require a background check for first-time applicants. In the past eight years, we have not had one applicant turned away for information found in their I-chat; every three-year requirement is an administrative challenge since not all terms are three years; thus, it isn't easy to track and maintain. When boards are up for renewal, we have candidates who need background checks and some who do not, based on when they last had one.

## 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 |
|-----------------------|----------------------|-------------------------|---|--------------------|----------|
|                       |                      |                         |   |                    |          |
|                       |                      |                         |   |                    |          |
|                       |                      |                         |   |                    |          |

### 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.