



CITY OF MADISON HEIGHTS

LIBRARY - BRECKENRIDGE ROOM, 240 W. 13 MILE RD.

**HUMAN RELATIONS AND EQUITY COMMITTEE MEETING
AGENDA**

DECEMBER 18, 2025 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Minutes of November 20, 2025

MEETING OPEN TO THE PUBLIC

COUNCIL UPDATE

COMMITTEE UPDATES

2. Adaptive Programs and Community Resources
3. Book Club - Novels + Neighbors
4. Community Celebrations
 - a. Lantern Festival
 - b. Arts & Pride
 - c. Revin' in the Heights
5. Juneteenth Scholarship

LIBRARY CREATIVE TECHSPACE POLICY

- [6.](#) Library Creative Techspace Policy

UNFINISHED BUSINESS

NEW BUSINESS

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.

Human Relations and Equity Committee Meeting
Madison Heights, Michigan
November 20, 2025

A Human Relations and Equity Committee Meeting was held on Thursday, November 20, 2025 at 6:30 PM at Library - Breckenridge Room, 240 W. 13 Mile Rd.

CALL TO ORDER

Chair Yu called the meeting to order at 6:35 p.m.

ROLL CALL

PRESENT

Andrew Attard
Aaron Brown
Kate Kapas
Tanner Langdon
Teresa Scott
Alec Yu
Council Representative Quinn Wright

Motion made by Langdon to excuse Ashley Strunk, Seconded by Brown. Motion passed unanimously.

ABSENT

Rebecca Chambliss

APPROVAL OF MINUTES

1. Minutes of October 16, 2025

Motion made by Brown to approve the minutes of October 16, 2025, Seconded by Kapas. Motion passed unanimously.

MEETING OPEN TO THE PUBLIC

No one present wishing to speak.

COUNCIL UPDATE

New Mayor and council members. The Council representative and council representative alternate for HREC will remain the same.

COMMITTEE UPDATES

2. Community Celebrations

- a. Tree Lighting
- b. Arts & Pride

Motion made by Brown to spend \$14.06 on coloring bookmarks for the tree lighting event, Seconded by Kapas. Motion passed unanimously.

Arts and Pride subcommittee seeking guidance Madison Heights Citizens United on organizing vendors.

3. Lantern Festival 2026 Event Planner Proposal

Motion made by Brown to create a Lantern Festival subcommittee to explore moving forward with Lantern Festival event management and community partnerships, Seconded by Langdon. Motion passed unanimously.

4. Revin' in the Heights

For 2026, Revin' in the Heights will be on September 19, 2026.

UNFINISHED BUSINESS

5. Work Plan Review 2025

2025 Work Plan review helped guide the creation of the 2026 Work Plan, combining or redefining some goals to better share information and not duplicate the work of other community groups.

6. Work Plan 2026

Motion made by Brown to approve the 2026 Work Plan, Seconded by Attard. Motion passed unanimously.

NEW BUSINESS

7. 2026 Recognition Days and Months

Motion made by Kapas to approve the 2026 HREC Recognition Days, Seconded by Brown. Motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

**MADISON HEIGHTS HUMAN RELATIONS AND EQUITY COMMISSION
2026 STRATEGIC PLAN**

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources needed (staff support, subcommittee, fundraising)	Measure of Success	Priority
Accessibility & Community Resources	Compile community resources into one place and continue adaptive programming.	End of Year	Subcommittee.	Website traffic and increasing program attendance.	Medium
Book Club	Increase exposure to different viewpoints and cultures to Madison Heights and beyond.	End of Year	Subcommittee.	Continue to see interest in the book club book based on circulation and attendance.	Medium
Cultural Celebrations	Participation in cultural celebrations, including but not limited to, Revin' in the Heights and Pride Month.	End of Year	Subcommittees for each event.	Attendance and meaningful community engagement.	High
Juneteenth Scholarship	Assistance to community member to further their education.	Share information with community in early spring with award in June.	Subcommittee.	Increased number of applicants.	Medium

2026 Recognition Days and Months – Madison Heights HREC

January

January 1 New Year's Day

January 19 MLK Jr Day

January 27 Holocaust Remembrance Day

February

Black History Month

February 17 Lunar New Year

February 17 – March 19 Ramadan

March

Women's History Month

March 2-3 Purim

March 4 Holi

March 19-20 Eid-al-fitr

March 31 Trans Day of Visibility

April

National Arab American Heritage Month

April 2 World Autism Day

April 1-9 Passover

April 5 Easter

April 12 Orthodox Easter

May

Mental Health Awareness Month

Jewish Heritage Month

Asian and Pacific Islander Month

May 5 Cinco de Mayo

May 25 Memorial Day

May 26-27 Eid-al-adha

June

Pride Month

June 19 Juneteenth

July

Disability Pride Month

July 4 Independence Day

August

Wellness Month

Black Business Owners Month

August 9 International Day of the Worlds' Indigenous People

August 26 Women's Equality Day

September

Hispanic Heritage Month

Suicide Prevention Awareness Month

September 7 Labor Day

9/11

September 11-13 Rosh Hashanah

September 20-21 Yom Kippur

September 25 Michigan Indian Day

October

October 13 Indigenous People's Day

November

Native American Heritage Month

November 1-2 Day of the Dead

November 8 Diwali

November 11 Veteran's Day

November 13 World Kindness Day

November 20 Trans Day of Remembrance

December

Hanukkah December 4-12

Christmas December 25

Kwanzaa December 26 – January 1

New Year's Eve December 31

Creative Techspace Policy

Madison Heights Public Library.

Effective: DRAFT. V1.

Purpose:

The Creative Techspace provides community members with access to tools, technology, and creative resources to encourage learning, innovation, and collaboration. This policy establishes guidelines for safe, equitable, and responsible use of the space and its equipment.

Eligibility and Access:

1. All library policies apply to all activities and use of the Creative Techspace.
2. The Creative Techspace is available for general public use, but the library reserves the right to grant priority use to Madison Heights residents.

Equipment Use and Restrictions:

1. Lawful Use:
 - Equipment in the Creative Techspace may be used only for lawful purposes. The public will not be permitted to use the equipment to create material that is:
 - Prohibited by local, state, or federal law or regulation.
 - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
 - Obscene, sexually explicit, or harmful to minors, as defined in Michigan Compiled Laws, Act 343 of 1984.
 - Weapons or real world weapon replicas of any kind.
 - Produced in bulk quantities..
 - In violation of another's intellectual property rights. Users are responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. The

Library disclaims any responsibility or liability resulting from such violations.

2. Equipment Skill Levels:

- Green: Patrons can operate independently. Staff or instructional resources are available for guidance.
- Yellow: Patrons must review manuals or have an orientation with a staff member before use.
- Red: Equipment may only be operated by or with Creative Techspace staff.

3. Reservations and Use:

- Users must register for equipment use.
- Equipment in the Creative Techspace is available for use on a reservation basis. If no reservations exist, a first-come, first-served basis is used for available equipment. Not all equipment may be available depending on staffing, maintenance schedules, or other unforeseen issues.
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- Sessions may be limited to a maximum of 2 hours depending on demand.
- Projects left unattended for more than 10 minutes may be cleared for other users.
- Techspace stops accepting new projects 30 minutes prior to library closing and fully closes 15 minutes before the library closes.

4. Materials and Supplies:

- Patrons must supply their own materials unless otherwise noted. Some materials may be available for purchase.
- Patrons are financially responsible for any and all damage done in the Creative Techspace and its equipment resulting from misuse or failure to follow all rules, policies, procedures, and restrictions. Users agree to pay for the loss or damage to any items and accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of library's items in part or total.

Safety and Conduct:

1. Safety Procedures:

- Follow all equipment safety procedures as documented in the provided instructions, training sessions, programs, and/or as detailed in the available manufacturer's manuals.
- Discontinue use of the tool if the tool or piece of equipment becomes unsafe or in a state of disrepair. Notify library staff immediately.
- Report any accident/incident that occurs to Library staff at the time of the accident/incident.
- Return items in the same condition as they were issued, barring normal wear and tear.
- Take precautions to avoid causing unnecessary mess, agree to clean up the workspace following use, and inform Library staff of any issues.

2. Liability and Damages:

- The Library is not responsible for:
 - Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the Creative Techspace's tools or equipment.
 - Any loss of digital data or damage to materials provided by users.
 - A project that is destroyed, does not print correctly, or does not work.
 - Refunds for purchased materials.
 - A user's personal equipment (e.g., USB drives, DVDs) or materials if damaged or destroyed while using the tools or equipment in the Creative Techspace.
 - Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.
 - The content or items created in the Techspace do not reflect the views of Madison Heights Public Library.
- Library staff reserve the right to:
 - Stop a request due to time or equipment capabilities.

- Set a limit on the maximum number of projects per user.
- Close down the Creative Techspace at any time for programs or maintenance with little or no notice.
- Review and approve all users' materials before using specific equipment in the Creative Techspace.
- Refuse any request/service. If denied, a user may appeal that decision to the Library Director by sending a written notice of appeal to the Library Director within 10 business days of the initial denial.
- As previously noted, all Library policies apply to the usage of the Creative Techspace. Failure to comply with Creative Techspace or Library policies may result in the loss of Creative Techspace or Library privileges.

Policy Review:

This policy will be reviewed as needed and updated to reflect new technologies, safety standards, and community needs.