



**CITY OF MADISON HEIGHTS
LIBRARY, 240 W. 13 MILE ROAD
LIBRARY ADVISORY BOARD MEETING AGENDA
OCTOBER 18, 2023 AT 6:30 PM**

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes of July 20, 2023

MEETING OPEN TO THE PUBLIC

REPORTS

2. Friends of the Library
3. Library Director Report

WORK PLAN REVIEW

- [4.](#) Work Plan Review
 - a. Grand Opening Celebration - Chair Mentzer, Aaron, May, Shepherd
 - b. Gala or Other Fundraiser - Chair Bliss, Aaron, May, Shepherd
 - c. Promote Library Services and Plan Speaker Series - Aaron, May
 - d. Create Opportunity for Collaboration - No subcommittee.

UNFINISHED BUSINESS

NEW BUSINESS

5. Elect chair and vice-chair.
- [6.](#) Create 2024-2025 Work Plan
7. Set 2024 meeting schedule.

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

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 19, 2023

A Library Advisory Board Meeting was held on Wednesday, July 19, 2023 at 6:30 PM at Library
- 240 W. 13 Mile Road

CALL TO ORDER by Vice Chair Mentzer at 6:32 p.m.

ROLL CALL

PRESENT

Kristina Mentzer
William Mier
Jeffrey Scott
Deborah Shepherd
Alternate Jennifer Nagle
Council Representative Toya Aaron
Ex-Officio Library Director Vanessa Verdun-Morris

ABSENT

Rebecca Chambliss
Anjela Freeman
Jason Theodoroff

Motion to excuse people who gave notice. Motion by Scott. Second by Aaron. Passed unanimously.

EXCUSED

Amanda May
Lamphere Student Rep Anthony Goatley
Council Representative Alternate Mark Bliss

ADDITIONS/DELETIONS

None.

APPROVAL OF MINUTES

1. Approve minutes from April 19, 2023

Motion by Shepherd. Second by Aaron. Passed unanimously.

MEETING OPEN TO THE PUBLIC

No public present.

Mier arrived at 6:36 p.m.

REPORTS

2. Civic Center Project

Verdun-Morris reported tentative date for grand opening of Civic Center is August 31 at 5:30 p.m.

3. Friends of the Library

Shepherd reported that donation acceptance has resumed. Items are being sorted for October book sale.

UNFINISHED BUSINESS

4. Work Plan Review

a. Grand Opening Celebration - Chair Mentzer, Aaron, May, Shepherd.
No report. Committee to resume meeting now that date has been tentatively set.

b. Gala or Other Fundraiser - Chair Bliss, Aaron, May, Shepherd.
No report.

c. Promote Library Services and Plan Speaker Series.
Appoint Aaron to committee for financial workshop series, and May for mental health series. Motion by Shepherd. Second by Mier. Passed Unanimously.

d. Create Opportunity for Collaboration.
Verdun-Morris reported library attended Arts & Pride and Bike Rodeo, and will likely participate with Trail Tunes and Trail of Treats.

NEW BUSINESS

None.

ANNOUNCEMENTS

Nagle announced that the Arts Board will have a Gala fundraiser at the Venetian on Friday, November 17.

ADJOURNMENT at 7:25. Motion by Aaron. Second by Mier. Passed unanimously.

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.

Library Advisory Board Work Plan 2024-2025

Name of Project, Goal	Benefit if completed	Subcommittee Members	Resources Needed (staff support, fundraising)	2024 & 2025 Measures of Success	Priority	January Update	April Update	July Update	October Update
					1				
					2				
					3				

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.