



**CITY OF MADISON HEIGHTS
LIBRARY - 240 W. 13 MILE ROAD
LIBRARY ADVISORY BOARD MEETING AGENDA
OCTOBER 23, 2024 AT 6:30 PM**

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Meeting on July 24, 2024

MEETING OPEN TO THE PUBLIC

REPORTS

2. Friends of the Library Report
3. Library Director Report

WORK PLAN REVIEW

- [4.](#) Work Plan Review
 - A. Collaborative Speaker Series - Subcommittee Chair Aaron, May, Hill
 - B. Expand Tween Events - Subcommittee Chair Mentzer, Hill, Nagle.

UNFINISHED BUSINESS

NEW BUSINESS

5. Elect chair and vice-chair.

Current officers:
Chair: Amanda May
Vice-chair: Krissie Mentzer
6. Set 2025 meeting schedule.

Suggested dates: January 22, April 23, July 23, October 22.

- [7.](#) Work Plan 2025-2026

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 24, 2024

A Library Advisory Board Meeting was held on Wednesday, July 24, 2024 at 6:30 PM at Library
- Event Room, 240 W. 13 Mile Road

CALL TO ORDER

at 6:30 p.m. by Chair.

ROLL CALL

PRESENT:

Chair Amanda May
Vice Chair Kristina Mentzer
Becky Hill
Jennifer Nagle
Jeffrey Scott
Staff Liaison & Library Director Vanessa Verdun-Morris
Regina Juska-Svoba arrived at 6:35 pm.

EXCUSED:

Council Representative David Soltis
Council Representative Alternate Bill Mier
Toya Aaron
Student Representative Zebe Pritchett
City Manager Melissa Marsh

Motion to excuse those that could not make meeting by Vice Chair Mentzer, Seconded by Scott.
Passed unanimously.

ADDITIONS/DELETIONS

Switch order of Library Director Report and Work Plan Review.

APPROVAL OF MINUTES

1. Approval of Minutes from April 2024
Motion made by Hill, Seconded by Vice Chair Mentzer. Passed unanimously.

MEETING OPEN TO THE PUBLIC

REPORTS

2. Friends of the Library

Vice Chair Mentzer reported reorganizing back room. They're getting back out into community, including Arts and Pride event and Juneteenth event, with plans to be at Trail Tunes. They're in need of volunteers and boxes, and made around \$1000 at sale.

3. Library Director Report

Verdun-Morris reported that the library is working on the changing event registration software. Future events will be in an online catalog, along with Recreation and Active Adult Center events. The laser cutter and engraver has arrived and is being set-up and tested.

WORK PLAN REVIEW

4. Work Plan Review

A. Collaborative Speaker Series - Subcommittee Chair Aaron, May, Hill

Mental Health Speaker Series went well. Some events were better attended than others. The committee needs to meet to plan the next series.

B. Expand Tween Events - Subcommittee Chair Mentzer, Hill, Nagle.

Community Engagement Librarian has been facilitating Tween Book Discussion. They're trying a chapter book next month, instead of the graphic novels they've been reading.

UNFINISHED BUSINESS

None.

NEW BUSINESS

5. State Librarian's Excellence Award Application

Verdun-Morris reported that anyone wishing to submit a letter of support should submit their letter to her by August 2.

ANNOUNCEMENTS

Chair May reported that although he was unable to make the meeting, Student Representative Zebe Pritchett has joined the board.

Jen Nagle, on behalf of arts board, would like to thank the library for coming to the Arts & Pride Picnic.

ADJOURNMENT

at 6:52 p.m. by Chair.

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Library Advisory Board Work Plan 2024-2025

Name of Project, Goal	Collaborative Speaker Series	Expand Tween Events
Benefit	Free educational events for community	More activities for grades 5-8 in community
Subcommittee Members	Chair Aaron, May, Hill	Chair Mentzer, Hill, Nagle
Resources Needed	Space, Snacks	Space, Snacks, Books
2024-2025 Measures of Success	Participation Numbers	Participation Numbers
Priority	1	2
January Update	Mental Health Month Speaker Series will consist of five events on Thursdays in May at 6 p.m. Mental health professionals will lead each event.	Middle school book discussion is planned for 6-7 p.m. on Mondays, March 18, April 15, and May 13.
April Update	Five events planned weekly in May, two with registration required. Next speaker series will be planned for fall.	Pizza was provided for 1st event. Snacks will vary in future. Planned for 3rd Monday monthly. Community engagement librarian publicizing.
July Update	Mental Health Speaker Series went well. Some events were better attended than others. The committee needs to meet to plan the next series.	Community Engagement Librarian has been facilitating Tween Book Discussion. They're trying a chapter book next month, instead of the graphic novels they've been reading.
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.

Library Advisory Board Work Plan 2025-2026

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