



**CITY OF MADISON HEIGHTS  
LIBRARY - 240 W. 13 MILE ROAD  
LIBRARY ADVISORY BOARD MEETING AGENDA  
JULY 19, 2023 AT 6:30 PM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [1.](#) Approve minutes from April 19, 2023

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

2. Civic Center Project
3. Friends of the Library

**UNFINISHED BUSINESS**

- [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
  - d. Create Opportunity for Collaboration

**NEW BUSINESS**

**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](mailto: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  
April 19, 2023

A Library Advisory Board Meeting was held on Wednesday, April 19, 2023 at 6:30 PM at City Hall - Executive Conference Room, 300 W. 13 Mile, Madison Heights, MI 48071

**CALL TO ORDER**

at 6:31 p.m. by Chair May.

**ROLL CALL**

**PRESENT**

Amanda May  
Kristina Mentzer  
William Mier  
Deborah Shepherd  
Council Representative Toya Aaron  
Ex-Officio Staff Liaison Vanessa Verdun-Morris

**ABSENT**

Rebecca Chambliss  
Anjela Freeman  
Jeffrey Scott  
Jason Theodoroff

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

1. Approval of Minutes from January 18, 2023

Motion to approve.

Motion made by Council Representative Aaron, Seconded by Mier.  
Passed unanimously.

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

2. Civic Center Project

Verdun-Morris reported library is reopening following ribbon cutting on May 8 at 5:30 p.m.

3. Friends of the Library

Shepherd & Mentzer reported that the Friends will start sorting donations on Saturdays following library reopening, and are developing a website to collect and store member information.

4. Grand Opening Celebration - Chair Mentzer, Aaron, May, Shepherd

No meeting held due to Grand Opening Celebration taking place when Civic Center Complex is completed in late summer or early fall.

5. Library Advisory Board Work Plan 2023

Ideas for future work plan fundraising included a engraved brick path or rock garden, or a tree-shaped plaque with engraved leaves.

### **UNFINISHED BUSINESS**

6. Promote Library Services and Plan Speaker Series Project

No progress.

7. Create Opportunity for Collaboration Project

Verdun-Morris reported that Library Coordinator is working with Active Adult Coordinator for joint events, including computer classes and book discussions.

8. Chair & Vice Chair

Ideas included under LAB Work Plan.

### **NEW BUSINESS**

9. National Library Workers Day - April 25

Proclamation to be read at April 24 City Council meeting.

### **ADJOURNMENT**

at 6:55 p.m. by Chair May.

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## 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.