



CITY OF MADISON HEIGHTS
LIBRARY - FLEX SPACE, 240 W. 13 MILE ROAD
LIBRARY ADVISORY BOARD MEETING AGENDA
JULY 22, 2026 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes from April 2026.

MEETING OPEN TO THE PUBLIC

REPORTS

2. Friends of the Library Report - Mentzer
3. Library Director's Report - Verdun-Morris

UNFINISHED BUSINESS

- [4.](#) Work Plan Review: Policy - May, Speakers - Aaron, Promotion - Nagle

NEW BUSINESS

- [5.](#) Update home delivery policy.

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
April 22, 2026

A Library Advisory Board Meeting was held on Wednesday, April 22, 2026 at 6:30 PM at
Library - Flex Space, 240 W. 13 Mile Road

CALL TO ORDER

at 6:30 p.m. by Vice Chair Nagle.

ROLL CALL

PRESENT

Vice Chair Jennifer Nagle
Council Representative Toya Aaron
Jennifer Eritano
Kristina Mentzer
Regina Juska-Svoba
Jeffrey Scott

ALSO PRESENT

Student Representative Charlotte Farmer
Student Representative Joseph Habring
Council Representative Alternate Bill Mier
Staff Liaison & Library Director Vanessa Verdun-Morris

EXCUSED

Chair Becky Hill
Amanda May
Alternate Andrea Marek
City Manager Melissa Marsh

Excuse those who gave notice.

Motion made by Juska-Svoba, Seconded by Mentzer. Passed by consent.

ADDITIONS/DELETIONS

None.

APPROVAL OF MINUTES

1. **Approve minutes from January 2026.**

Motion made by Council Representative Aaron, Seconded by Eritano. Passed by consent.

MEETING OPEN TO THE PUBLIC

No public present.

REPORTS

2. Friends of the Library Report - Mentzer

Mentzer reported the Book Sale is on Saturday, April 25, 10am-5pm, and Monday, April 27, 10am-3pm. There will be more items like tote bags and earrings available on Saturday. They are still in need of volunteers, and may be seeking a Treasurer or Secretary in the future.

3. Library Director's Report - Verdun-Morris

Verdun-Morris reported that the Local Author Fair will be on Saturday, April 25, 10am-2pm. She'll be attending Library Advocacy Day in Lansing on Tuesday, April 28. The library will be closed on May 8 for an all-day staff training. The summer reading program will begin in June.

4. Work Plan Review: Policy - May, Speakers - Aaron, Promotion - Nagle

Verdun-Morris reported that the committee reviewed her draft for an Exhibit, Display, Artwork, and Handout Policy, and felt the draft was good as presented. She'll provide another policy to the committee next month.

Mentzer reported that the May 6 Mental Health program focuses on maternal mental health with Melissa from Fourth Try Sanctuary. Details for the next session are still being worked out.

Vice Chair Nagle reported that points of contact were made for the schools and Eritano would provide the emails to Verdun-Morris. They're promoting Open Mic Night on April 28 right now.

stacey.cauley@madisondistrict.org, Madison High School
felecia.hemingway@madisondistrict.org, Madison Elementary
lisa.digiulio@madisondistrict.org, Madison Early Childhood Center
asenath.jones-richmond@madisondistrict.org, Wilkinson Middle School
chris.mcphail@lamphereschools.org, Lamphere District

UNFINISHED BUSINESS

NEW BUSINESS

5. Create displays and handouts policy.

Recommendation to adopt the Exhibit, Display, Artwork, and Handouts Policy with change of the word "deaccession" to "remove".

Motion made by Mentzer, Seconded by Juska-Svoba. Passed unanimously.

ANNOUNCEMENTS

Aaron reminded people that an email was sent earlier today about the boards and commission handbooks, which emphasized that subcommittees are not able to make decisions, only recommendations which need to be brought back to the full board for a vote.

Student Representative Farmer volunteered for the Event Promotion Subcommittee.

Student Representative Habring volunteered for the Policy Review Subcommittee.

ADJOURNMENT

at 6:59 p.m. by Vice Chair Nagle.

Library Advisory Board Work Plan 2026

Project/ Goal	Policy Review	Speaker Series	Event Promotion
Benefit	Updated policies	Community Awareness	Community Awareness
Subcommittee Members	Chair May, Scott, Juska-Svoba, Staff Liaison Verdun-Morris	Chair Aaron, Marek, Eritano, & Mentzer. Heather Hames is recommended staff liaison	Chair Nagle, Hill, Eritano. Communications Department is recommended staff liaison
Resources Needed	Policies	Snacks, Staff Liaison for facility scheduling	Copies for distribution at local businesses, Staff liaison for branding consistency
Measures of Success	One policy updated quarterly	Bimonthly events beginning in March	Increased event attendance
Priority	1	2	3
January Update	Went over the Creative Techspace draft that Verdun-Morris sent. There were no changes made by the committee after review.	Will host National Nutrition Month programs on March 4 & 18. Programs will be in May for Mental Health Awareness, and July for Disability Pride.	Different approaches were being explored for event promotion. Goal to get 500 Instagram followers by the end of the year. Spa event has been rescheduled for May 5.
April Update	Reviewed draft for Exhibit, Display, Artwork, and Handout Policy, and felt the draft was good as presented.	May 6 Mental Health program focuses on maternal mental health with Melissa from Fourth Tri Sanctuary. Details for the next session are still being worked out	Points of contact were made for the schools and email addresses were provided. Promoting Open Mic Night on April 28.
July Update			
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.
- 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 HOME DELIVERY POLICY

Effective: DRAFT

Supersedes: Home Delivery Service Policy. June 1, 2023.

PURPOSE:

Madison Heights Public Library Home Delivery Service is available for mail delivery of library materials for residents unable to visit the library due to illness, disability, or mobility limitations.

Residents aged 50 and up who need assistance with transportation to the library, please reach out to the Active Adult Center at (248) 545-3464. Home delivery service is limited to people unable to travel.

RULES & REGULATIONS:

1. Home delivery participants will adhere to all library policies.
2. Home delivery applicants that do not yet have a valid Madison Heights Public Library card must apply for a card before applying for the Home Delivery Service.
 - a. Applications and renewals for home delivery participants must be completed via USPS mail. This ensures that mail can be sent and received from the patron's address.
 - b. Applications for minors must be completed by the minor's parent or legal guardian.
3. Once approved, Home Delivery applicants will no longer be able to use in-person services at Madison Heights Public Library, as the program is intended for those unable to visit the library.
 - a. Library of Things, computers, and electronics are excluded from Home Delivery.
 - b. Home delivery participants are eligible for e-content materials such as ebooks, downloadable audiobooks, and streaming video, which can be found on the library website: <https://bit.ly/mhdigital-library>.
 - c. In-person use of the Madison Heights Public Library or another physical library location disqualifies a person from using Home delivery.
 - d. Individuals may cancel Home Delivery and return to in-person use of the Madison Heights Public Library at any time.
4. Materials and account information cannot be provided to a third party without the participant's permission.
5. Material must be returned by Home Delivery participants by the material's due date using the mailing container provided.
 - a. Items delivered to a participant are subject to lost and damage fees.
 - b. Some materials may be eligible for renewals on loan periods.
 - c. Participants are ineligible to receive additional materials if there are lost items or unpaid fees on their account.
 - d. Once all items are returned and any replacement fees have been paid, a participant is eligible to resume Home delivery.
 - e. Participants may not have more than two mailing containers checked out at a time.
6. Home Delivery Service can be stopped:
 - a. By participant request.
 - b. Due to ineligibility.
 - c. Due to violation of a library policy.
7. While there is no waiting period for reapplication due to participant request, a person disqualified from Home Delivery due to ineligibility or a policy violation must wait at least one year before reapplication to the program.

LIBRARY HOME~~BOUND~~ DELIVERY POLICY

Effective: ~~June 1, 2023~~. DRAFT

Supersedes: ~~HomeboundHome~~ Delivery Service Policy. June 1, 2023.

PURPOSE:

Madison Heights Public Library Home~~bound~~ Delivery Service is available ~~to-for mail~~ delivery and pick-up of library materials for residents unable to visit the library due to illness, disability, or mobility limitations.

Residents aged 50 and up who need assistance with transportation to the library, please reach out to the Active Adult Center at (248) 545-3464. ~~HomeboundHome~~ delivery service is limited to people unable to travel.

RULES & REGULATIONS:

1. Home~~bound~~ delivery participants will adhere to all library policies.
2. Home~~bound~~ delivery applicants that do not yet have a valid Madison Heights Public Library card must apply for a card before applying for the Home~~bound~~ Delivery Service.
 - ~~a. Library card a~~ Applications and renewals for home~~bound~~ adults delivery participants must be completed via USPS mail. This ensures that mail can be sent and received from the patron's address ~~can be completed online,~~
 - ~~a.~~ via mail, or over the phone.
 - ~~i.~~ Address verification will be completed at the first delivery appointment for library card applications completed over the phone.
 - b. Applications for minors must be completed ~~in-person~~ by the minor's parent or legal guardian.
 - ~~c.~~ Physical applications may be picked up at the library by an applicant's contact or mailed to an applicant.
 - ~~d.~~ All applications require a valid photo ID and proof of Madison Heights residency.
3. Once approved, ~~homeboundHome~~ delivery Delivery applicants will no longer be able to use in-person services at Madison Heights Public Library, as the program is intended for those unable to visit the library.
 - ~~3-a.~~ Library of Things, computers, and electronics are excluded from Home Delivery.
 - ~~a-b.~~ HomeboundHome delivery participants are eligible for e-content materials such as ebooks, downloadable audiobooks, and streaming video, which can be found on the library website: <https://bit.ly/mhdigital-library>.
 - ~~c.~~ In-person use of the Madison Heights Public Library or another physical library location disqualifies a person from using ~~homeboundHome~~ delivery.
 - ~~b-d.~~ Individuals may cancel Home Delivery and return to in-person use of the Madison Heights Public Library at any time.
- ~~4.~~ Participants or their established contacts will be present and adhere to all library policies during delivery and pick-up appointments, inclusive of wearing appropriate clothing.
 - ~~a.~~ Materials and account information cannot be provided to a third party without the participant's permission.
 - ~~b.~~ Prior to any appointment, the participant must provide the library's homebound delivery staff the name or position of any person other than the participant who will be receiving the materials on the participant's behalf. If the library does not have this information, the materials will be returned to the library.
 - ~~c.~~ Participants will be disqualified from homebound delivery when more than one unsuccessful delivery attempt is made in a one-year rolling period.
 - ~~d.~~ Pets must be secured at the time of delivery and pick-up appointments.
- ~~5.~~ Library staff will not enter a participant's residence.

4.

6.5. Material must be returned by ~~homebound~~Home dDelivery participants by the material's due date using the ~~pick-up schedule arranged with library staff~~mailing container provided.

- a. Items delivered to a participant are subject to lost and damage fees.
- b. Some materials may be eligible for renewals on loan periods.
- c. Participants are ineligible to receive additional materials if there are lost items or unpaid fees on their account.
- d. Once all items are returned and any replacement fees have been paid, a participant is eligible to resume ~~homebound~~Home delivery.

e. Participants may not have more than two mailing containers checked out at a time.

7.6. ~~Homebound~~Home Delivery Service can be stopped:

- a. By participant request.
- b. Due to ineligibility.
- c. Due to violation of a library policy.

8.7. ~~While there is no waiting period for reapplication due to participant request, A~~ person disqualified from ~~homebound~~Home delivery ~~Delivery due ineligibility or a policy violation may reapply after~~must wait at least one year before reapplication to the program. ~~a one-year waiting period.~~