



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

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

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

MEETING OPEN TO THE PUBLIC

REPORTS

2. Friends of the Library Report - Mentzer
3. Library Director's Report - Verdun-Morris
- [4.](#) Work Plan Review: Policy - May, Speakers - Aaron, Promotion - Nagle

UNFINISHED BUSINESS

NEW BUSINESS

- [5.](#) Create displays and handouts 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
January 28, 2026

A Library Advisory Board Meeting was held on Wednesday, January 28, 2026 at 6:30 PM at
Library - Flex Space, 240 W. 13 Mile Road

CALL TO ORDER

by Chair Hill at 6:30 p.m

ROLL CALL

PRESENT

- Chair Becky Hill
- Vice Chair Jennifer Nagle
- Council Representative Toya Aaron
- Council Representative Alternate Bill Mier
- Jennifer Eritano
- Amanda May
- Kristina Mentzer
- Regina Juska-Svoba
- Jeffrey Scott
- Alternate Andrea Marek
- Staff Liaison & Library Director Vanessa Verdun-Morris

ABSENT

City Manager Melissa Marsh

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- 1. Approve minutes from October 2025.

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

MEETING OPEN TO THE PUBLIC

No public present.

REPORTS

- 2. Friends of the Library Report - Mentzer
Mentzer reported that the Friends paused donations during the holidays and are resuming on Saturday, February 5. They are partnering with Zoe's Treasures for book donations and sorting.
- 3. Library Director's Report - Verdun-Morris
Bookmark Contest runs through the end of January.
Winter Reading Program runs through end of February.
A to Z Reading Challenge runs throughout the year.

The main differences between a Home Rule Library and a PA 164 City Library were highlighted in case governance is changed in a future year.

The state aid report with statistics was briefly reviewed.

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

May reported that the Policy Committee went over the Creative Techspace draft that Verdun-Morris sent. There were no changes made by the committee after review.

Aaron reported that the Speaker Series will host National Nutrition Month programs on March 4 & 18. Programs will be in May for Mental Health Awareness, and July for Disability Pride.

Nagle reported for Event Promotion that different approaches were being explored for event promotion. Hill reported they have a goal to get 500 Instagram followers by the end of the year. Mentzer reported a Spa event has been rescheduled for May 5.

UNFINISHED BUSINESS

NEW BUSINESS

5. Create Creative Techspace Policy.

Motion to adopt Creative Techspace Policy.

Motion made by Mentzer, Seconded by May. Passed unanimously.

ANNOUNCEMENTS

None.

ADJOURNMENT

at 6:51 p.m. by Chair Hill.

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 | | | |
| 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.

Exhibit, Display, Artwork, and Handouts Policy

Madison Heights Public Library.

Effective: Draft V1

Purpose:

As an educational and cultural institution and as part of its public service, the Madison Heights Public Library provides designated areas for exhibits, handouts, and announcements of interest. This policy ensures fair access, safety, and alignment with the library's mission.

Regulations:

1. The library, individuals, other nonprofit organizations, community groups or governmental agencies may provide materials for display, distribution, or publication.
2. Exhibits, displays, handouts, artwork, and announcements must be approved by the library director or appointed designee before being set up or posted.
3. The library may limit the size and location of materials, number of items, schedule, and the frequency an individual or group displays their materials.
4. Materials should meet at least one of the following general criteria and will be evaluated holistically:
 - a. Highlights library collections, services, or programs
 - b. Promotes literacy or is otherwise educational in nature
 - c. Showcases a local resource or topic that may be of interest to library patrons
 - d. Recognizes and elevates the wide variety of local cultures, traditions, and identities to support equitable understanding, civic engagement, and community enrichment
 - e. Context (compatible with surroundings, fits into available space)
 - f. Public safety/maintenance (structural soundness, non-hazardous materials, no maintenance required)
 - g. Potential patron appeal
 - h. Alignment with other library policies
5. The library retains priority rights to all space for City of Madison Heights purposes.
6. The library reserves the right to refuse materials that do not meet one or more of the general criteria.
7. Space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.

8. Materials must align with the library's mission and comply with all applicable policies, including the behavior policy and the materials selection and collection development policy.
9. Materials must not cause disruption of the regular flow of library work and service.
10. Dates and times for set-up and removal must be coordinated with the library director or appointed designee during regular library hours.
11. Materials must not obstruct walkways, emergency exits, or violate ADA accessibility standards.
12. The library assumes no liability in the event of damage, destruction, or theft of any materials.
13. A sign stating the sponsorship of the exhibit may be included. Values of the sponsoring organization shall not be included.
14. Distribution or posting of materials does not indicate the library's endorsement of the issue or events promoted by those materials.
15. Unapproved materials will be disposed of at the library's discretion.
16. The City of Madison Heights and Friends of MHPL retain priority rights to space for handouts and announcements. Materials from other eligible organizations may be posted by library staff as space permits and may be removed at any time.
17. Materials not removed by the agreed-upon time may be donated or discarded.
18. The library will work to retain works donated to or purchased by the library, but does reserve the right to deaccession any materials for any reason deemed by the library director to be in the best interest of the library. Deaccessioned artwork may be sold, auctioned, donated, or discarded.