



CITY OF MADISON HEIGHTS
LIBRARY - FLEX SPACE, 240 W. 13 MILE ROAD
LIBRARY ADVISORY BOARD MEETING AGENDA
JULY 23, 2025 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes of April 23, 2025.

MEETING OPEN TO THE PUBLIC

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

REPORTS

- [4.](#) Work Plan Review 2025

UNFINISHED BUSINESS

- [5.](#) Policy Review and Updates - Create Flex Space Meeting Room policy.

NEW BUSINESS

- [6.](#) Policy Review & Updates - Combine Internet and Wireless policies into one 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 23, 2025

A Library Advisory Board Meeting was held on Wednesday, April 23, 2025 at 6:30 PM at
Library - Flex Space, 240 W. 13 Mile Road

CALL TO ORDER

at 6:32 p.m. by Chair Hill.

ROLL CALL

PRESENT

Chair Becky Hill
Vice Chair Jennifer Nagle
Council Representative Alternate Bill Mier
Kristina Mentzer
Regina Juska-Svoba
Jeffrey Scott
Staff Liaison & Library Director Vanessa Verdun-Morris

ABSENT

Council Representative David Soltis
Toya Aaron
Amanda May
Student Representative Zebe Pritchett
City Manager Melissa Marsh

ADDITIONS/DELETIONS

None.

APPROVAL OF MINUTES

- 1. Approve minutes from January 22, 2025, meeting.**

Motion made by Vice Chair Nagle, Seconded by Mentzer. Approved unanimously.

MEETING OPEN TO THE PUBLIC

No public present.

REPORTS

- 2. Friends of the Library Report**

Mentzer reported the next book sale is on May 17, 10 a.m. - 3 p.m. and features beach reads. The next meeting is tomorrow and will focus on outreach events they want to attend.

- 3. Library Director's Report**

Verdun-Morris reported a sound study was completed with sound masking recommended for the quiet study area.

In March, the President issued an executive order reducing the Institute of Museum & Library Services (IMLS) to its statutory functions. The funds from IMLS in Michigan are primarily spent at the state level for services like MelCat interlibrary loan delivery and databases, including practice tests, automotive repair, and more. Loss of these services would affect our library, but a financial impact isn't yet determined.

The first local author fair had around 50 attendees. Currently, the Exhibit Room has an exhibit called "For the Love of Reading" featuring letters to the children of Madison Heights.

WORK PLAN REVIEW

4. Work Plan Review 2025

Scott reported the policy subcommittee met and went over the recommended policy.

Motion to replace Mentzer with Juska-Svoba on the Policy subcommittee.

Motion made by Mentzer, Seconded by Scott. Approved unanimously.

Mentzer reported the tween subcommittee met. The next Zine date is May 21 at 6 p.m. and future programs are scheduled for September and December.

UNFINISHED BUSINESS

5. Motion to recommend combining the existing "Safe Child Policy" and "Unattended Children and Disruptive Behavior Policy" into updated "Safe Child Policy" with the inclusion of Human Relations & Equity Committee suggestions on removing time limits and making it clearer that parents are contacted before police.

Motion made by Council Representative Alternate Mier, Seconded by Mentzer.

NEW BUSINESS

6. Policy Review and Updates - Create Flex Space Meeting Room policy.

Verdun-Morris requested that the policy committee consider creation of a Flex Space Meeting Room Policy next.

ANNOUNCEMENTS

Mentzer asked about student representatives and service on the library board.

Verdun-Morris requested the board help with recruiting students, and noted the board can have up to three student representatives.

ADJOURNMENT

at 7:08 p.m. by Chair Hill.

Library Advisory Board Work Plan 2025

Name of Project, Goal	Library Policy Review	Expand Tween Events
Benefit	Resident input on library policies	More activities for grades 5-8 in community
Subcommittee Members	Chair May, Mentzer, Scott, Verdun-Morris	Chair Mentzer, Hill, Nagle
Resources Needed		Space, Snacks, Books
Measures of Success	Review of one policy quarterly	Participation Numbers
Priority	1	2
January Update	Recommendations made for the Library Behavior Policy. Safe Child and Unattended Child policies are the next up for review.	Publicity appears to be the biggest challenge. Possible solutions include exit surveys to determine preferred communication channels, and advertising on the city's electronic sign. The Zine Workshop has been combined to one event on 2/19 at 6-7:30 p.m.
April Update	The policy subcommittee met and went over the Safe Child and Unattended child policies and recommended a combined policy.	The next Zine date is May 21 at 6 p.m. and future programs are scheduled for September and December.
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. (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.

Flex Space Meeting Room Policy

Madison Heights Public Library

Effective Date: **DRAFT v.2**

Purpose:

The public library provides Flex Space as a meeting room to support the community's educational, cultural, and recreational needs. The policy sets rules for use by the public.

Rules & Regulations:

1. Library programs and Library co-sponsored activities, meetings, and events have priority for scheduling use of the facilities and are not otherwise subject to this policy.
2. All meeting room users must comply with all library policies and all applicable local, state, and federal laws.
3. The room is available for free-of-charge non-profit organization meetings or events that align with the library's mission and policies.
4. Commercial use, private parties, and sales-oriented activities are prohibited.
5. Flex Space and study rooms are available for reservations by library cardholders over 12 years old.
6. Reservations must be made using the library's reservation system.
7. A reservation for Flex Space may be made up to 14 days in advance, but no less than 1 day in advance, and cannot exceed once per month.
8. Walk-in use and same-day reservations are not available. The Flex Space is designated as a study area when not reserved.
9. Reservations are limited to three hours, inclusive of any set-up and tear-down times.
10. Use must end at least 30 minutes before the library closes.
11. The person who reserves the room must be in the room for the entirety of the reservation.
12. Reservations must ensure a minimum of 5 attendees; otherwise, the reservation will be forfeited, and the room will revert to its use as a study area.
13. The room accommodates up to 12 people. Tables are not to be removed from the room.
14. Users may request available equipment when reserving a room, but equipment use, or functional operation, is not guaranteed.
15. The library offers Wi-Fi access, but users are responsible for their own devices.
16. Light refreshments are permitted as detailed in the library's Behavior Policy, provided the space is cleaned after use. All crumbs and spills should be removed. Cleaning supplies are available at the front desk. Alcohol is strictly prohibited.
17. Users are responsible for any damage to the room or library property.
18. The library is not liable for injuries or accidents during room use.
19. Failure to comply with this policy may result in the cancellation of current reservations and suspension of room or library privileges.

City of Madison Heights Public Library Internet Safety Policy

In order to comply with CIPA [[CHILDREN'S INTERNET PROTECTION ACT](#)] (Pub. L. 106-554 and 47 USC 254(h)) the City of Madison Heights Public Library has adopted this Internet Safety Policy.

The library has installed a Technology Protection Measure (a filtering hardware appliance) for all Internet traffic in the library. This includes all staff, wireless, and public computers. This filtering hardware helps to protect against access to visual depictions deemed "obscene," "child pornography," or "harmful to minors."

The term "obscene" as defined in 18 USC Section 1460.

The term "child pornography" as defined in 18 USC Section 2256.

The term "harmful to minors" as defined in 47 USC Section 254 [G].

Staff presence and use of a filtering system should not be viewed as a substitute for parental supervision of a minor on the Internet. Staff ability to monitor activities of minors online will be affected by circumstances at the Children's and Circulation Desks. With this in mind, minors age 17 and under must use one of the filtered public computers in the Children's room to access the Internet, the World Wide Web, and email. Children should be warned against giving out any personal information while using these resources, social media sites, or other direct electronic communications. Appropriate online behavior is required by all users. The library will block a child's card from Internet access at the request of a parent.

Filtering software is not perfect. In some instances it may block access to constitutionally protected material on the Internet or fail to block access to material that is obscene or harmful. Under the law, the librarian is allowed to unblock erroneously blocked individual websites for minors. The Librarian may only completely disable the filter for adult patrons using computers in the adult room. These patrons must be eighteen (18) years old or older and must make this request. Adult and minor Internet use will be monitored according to Library policy.

With regard to safety, the City of Madison Heights Public Library Internet Safety Policy prohibits the following:

- Access by minors to inappropriate matter on the Internet and World Wide Web.
- Sending or displaying obscene or disruptive messages, files, or images.
- Any type of Cyber-bullying.
- Using chat rooms or instant messaging.
- Gaining unauthorized access to the library's network or computer systems or to any other network or computer system (hacking).
- Unauthorized disclosure, use and dissemination of personal identification by or regarding minors.
- Using library computers to conduct any unlawful activity.

Any violation of this policy may result in the loss of Internet privileges at the library. Unacceptable use that is illegal may result in criminal prosecution as well.

This policy was adopted June 24, 2013 by the City Council of Madison Heights

MADISON HEIGHTS PUBLIC LIBRARY – Wireless Internet Access Policy

The Madison Heights Public Library offers free filtered wireless access to the Internet for patrons using their own laptops and wireless devices. The purpose of this policy is to ensure appropriate use of the library's Wi-Fi network. Wireless users must agree to abide by the Library's *Public Computers Internet Acceptable Use Policy & Guidelines* and *Code of Conduct*. Use of the Library's Wi-Fi service is your agreement with the terms and conditions of the Library's Wireless Internet Access Policy below.

Wireless Internet Access Policy

1. It is expected that patrons who use the Internet via the library's wireless network will do so in a responsible and legal way. Wireless may not be used for any purpose that violates federal, state, or local laws. Users must respect all copyright and licensing agreements pertaining to electronic files and resources obtained via the Internet.
2. The Library provides wireless access during normal library operating hours. However, high demand, reliability of technology and other factors may affect access. For these reasons the Library cannot guarantee the availability or reliability of the service.
3. Printing is **not** available via the Wireless network at this time. You will have to save your work to a portable device and print from a Library public computer. [Printing from the public computers is 15 cents (\$0.15) per page for Black and White copies and 50 cents (\$0.50) for color pages.]
4. The customer must configure his/her own equipment. Very limited technical support is available through library personnel. The library cannot guarantee that all hardware will work with the wireless connection and the library is not responsible for any changes users make to their device settings. Staff cannot troubleshoot your equipment. Please consult your user's manual, or contact your hardware or software provider for any additional assistance.
5. Communication over a wireless network is not secure. The Library assumes no responsibility for the safety of the equipment or data while using the wireless network. MHPL highly recommends that all laptops or wireless devices have up-to-date anti-virus software, spyware protection, and a personal firewall installed while utilizing the Library's wireless network.
6. The library shall not have any responsibility or liability for any direct, indirect, or consequential damage claims arising from information found on the Internet or relating to the loss, damage or interception of any information, data, work product, or other materials viewed, searched or stored on your personal device. The library is not responsible for any damage to personal equipment or software that may occur as a result of using the Library's wireless network
7. Wireless users should be certain that their laptop or other wireless devices are secured at all times and should never be left unattended in the library, even for a brief period of time. Theft of such devices is not the responsibility of the library.
8. Neither the City of Madison Heights, the Library, its director, nor any city employee shall be liable for any direct or indirect damages which occur from using the wireless network.
9. Limited power outlets are available in the library. These outlets may be used wherever the cord does not present a tripping hazard or block access for patrons or staff. Chairs or tables are NOT to be moved to electrical outlets. It is recommended that you charge your battery before coming to the library.
10. Users of laptops, netbooks, and other related devices are expected to be considerate of patrons nearby and are required to use headphones when playing movies, music and games, or when using any software program that generates sound.
11. No fee or password is required to connect to the Library's wireless network.
12. Wireless users are not to sit at the Public computer workstations. These are only for users signing in with a library card and using the SAM (Smart Access Manager) time management program.