



CITY OF MADISON HEIGHTS

CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE ROAD

LIBRARY ADVISORY BOARD MEETING AGENDA

JANUARY 18, 2023 AT 6:30 PM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes for September 28, 2022

MEETING OPEN TO THE PUBLIC

REPORTS

2. Civic Center Project
3. Friends of the Library
4. Grand Opening Celebration - Chair Mentzer, Aaron, May, Shepherd
5. National Library Week Gala Fundraiser - Chair Bliss, Aaron, May, Shepherd

UNFINISHED BUSINESS

- [6.](#) Library Advisory Board Work Plan

NEW BUSINESS

7. Create Opportunity for Collaboration Project
8. Promote Library Services and Plan Speaker Series Project
- [9.](#) Identification Badges

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
September 28, 2022

A Library Advisory Board Meeting was held on Wednesday, September 28, 2022 at 6:30 PM at
Library - Breckenridge Room, 240 W. 13 Mile Road

CALL TO ORDER

Verdun-Morris called the meeting to order at 6:31 PM.

ROLL CALL

Present: Amanda May, William Mier, Kristina Mentzer, Deborah Shepherd, Council
Representative Toya Aaron.
Ex-Officio: City Manager Melissa Marsh, Council Alternate Mark Bliss, Library
Director Vanessa Verdun-Morris.
Absent: Rebecca Chambliss, Jason Theodoroff, Jeffrey Scott.
Excused: Anjela Freeman.

Motion by Shepherd, seconded by Mier, to excuse Freeman for giving notice.

Yeas: May, Mier, Mentzer, Shepherd, Aaron.
Nays: None.

ADDITIONS/DELETIONS

Unfinished Business and New Business were moved to the beginning of the meeting.

UNFINISHED BUSINESS

- 4. Recommendation on Student Representation Proposal

<i>Proposal amendments listed in bold.</i>	Proposed
Resident Members	8
Resident Alternates	3
Students specific per school	0
Students at-large (non-voting)	3
Council	1
Council Alternates	1
School Liaison (Board or staff member)	0
Voting	9

Motion by Shepherd. Support by Mier Motion by Mentzer, seconded by Mier to approve recommendation of Student Representation Proposal with “Library Advisory Board (currently ordinance)” section as amended.

Yeas: May, Mier, Mentzer, Shepherd, Aaron.

Nays: None.

NEW BUSINESS

5. Library Advisory Board Work Plan 2023.

Motion by May, seconded by Shepherd for the Library Advisory Work Plan 2023 to include:

Grand Opening Celebration project will introduce residents to renovated library in March 2023 with staff support and success measured by the number of attendees. Subcommittee to be composed of Subcommittee Chair Mentzer, Council Representative Aaron, May, Shepherd.

National Library Week Gala Fundraiser project will raise funds for library materials in April 2023 with success measured by number of attendees and amount of funds raised. Subcommittee Chair Council Alternate Bliss, Council Representative Aaron, May, Shepherd.

Yeas: May, Mier, Mentzer, Shepherd, Aaron.

Nays: None.

6. Chair & Vice Chair

Motion by Aaron, seconded by Shepherd, to elect May as Chair and Mentzer as Vice Chair.

Yeas: May, Mier, Mentzer, Shepherd, Aaron.

Nays: None.

7. Set next meeting date.

Next meeting date was tentatively set for November 16 at 6:30 p.m.

Council Alternate Bliss left the meeting at approximately 7 p.m.

APPROVAL OF MINUTES

1. Minutes from July 21, 2021.

Motion by Mentzer, seconded by Shepherd to approve July 21, 2021 minutes.

Yeas: May, Mier, Mentzer, Shepherd, Aaron.

Nays: None.

MEETING OPEN TO THE PUBLIC

No public comments.

REPORTS

2. Civic Center Project. Report by Verdun-Morris & Marsh.

Library's last day open to the public is tentatively set for December 16, 2022.

Staff will provide curbside only service off the Brush Street entrance by appointment only, and other libraries should offer services to our patrons during the period our library is closed.

Library will reopen in the beginning or middle of March dependent on projected time unpack collection, which is still being determined.

Discussion of renovated library services led to revisiting the Library Advisory Board Work Plan 2023 since projects ended in April.

Motion by Shepherd, seconded by May, to add items to Library Advisory Board Work Plan 2023:

Create Opportunity for Collaboration project will improve participation with other boards, commissions, and the Active Adult Center with shared events and will occur in August through year end.

Promote Library Services and Plan Speaker Series project will provide free educational events will occur April through August 2023 with measure of success using participation numbers for educational events.

Yeas: May, Mier, Mentzer, Shepherd, Aaron.

Nays: None.

Subcommittees to be determined at future meetings.

Suggested ideas included mental health speakers, nutrition topics in possible collaboration with Environmental Citizens Committee, and diversity, equity, & inclusion topics with Human Relation and Equity Commission.

Based on completion of Work Plan, tentative meeting date in November was cancelled.

Meeting dates for 2023 were set for Wednesdays: January 18, April 19, July 19, October 18, at 6:30 p.m.

3. Friends of the Library. Report by Shepherd & Mentzer.

Due to renovation, the Friends are not accepting donations until library reopens. Final book sale on September 17 made approximately \$1,400 and a Holiday Bake Sale is planned in the Breckenridge Room on Saturday, September 10, 1 p.m. - 3 p.m.

ADJOURNMENT at 7:42 p.m. by Library Director Verdun-Morris.

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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.

Since Boards and Commission that may be soliciting donations, attending events as Board members, etc., identification badges are available upon request.

When a commission or board member is no longer on the commission or board, the id badge must be turned in to the City of Madison Heights. Misusing the id badge will result in dismissal from the Board or Commission.

Sample identification badge:

