



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

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approve minutes from January 22, 2025, meeting.

MEETING OPEN TO THE PUBLIC

REPORTS

2. Friends of the Library Report
- [3.](#) Library Director's Report

WORK PLAN REVIEW

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

UNFINISHED BUSINESS

- [5.](#) Motion to recommend combining existing "Safe Child Policy" and "Unattended Children and Disruptive Behavior Policy" into updated "Safe Child Policy."

NEW BUSINESS

6. Policy Review and Updates - Create Flex Space Meeting Room 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 22, 2025

A Library Advisory Board Meeting was held on Wednesday, January 22, 2025 at 6:30 PM at
Library - Flex Space, 240 W. 13 Mile Road

CALL TO ORDER

at 6:30 p.m.

ROLL CALL

PRESENT

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

ABSENT

Council Representative David Soltis
Jeffrey Scott
Student Representative Zebe Pritchett
City Manager Melissa Marsh

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

1. **Motion to approve minutes of October 23, 2024.**

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

MEETING OPEN TO THE PUBLIC

No public present.

REPORTS

2. Friends of the Library Report

Mentzer reported the Friends have new displays and are revamping their sorting areas. They are looking for volunteers, especially a secretary. Kids must be at least 13 to volunteer and have a background check. Over the past quarter, they hosted a book and bake sale at the tree lighting event, and a pop-up shop in December.

3. Library Director Report

Verdun-Morris reported the results of the community survey and state aid report. The library also has two new self-checkout stations: one to replace the unit from 2007 and an additional station in the Corbett Youth Room. The StoryWalk posts for the LSTA grant have been received and are being held at DPS until installation.

WORK PLAN REVIEW

4. Work Plan Review

Library Policy Review: May reported on the recommendations made for the Library Behavior Policy. Verdun-Morris reported the Safe Child and Unattended Child policies are the next up for review.

Expand Tween Events: Vice Chair Nagle, Mentzer, and Chair Hill reported that 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.

UNFINISHED BUSINESS

5. Policy Review: Library Behavior Policy

Motion to recommend updating the Library Behavior Policy.

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

NEW BUSINESS

6. Safe Child Policy, and, Unattended Children and Disruptive Behavior Policy

May will reach out via email to schedule a committee meeting to review.

ANNOUNCEMENTS

Nagle announced the Arts Board would like to collaborate with the library for an Open Mike event at the Bandshell. Hill requested the Arts Board request be added to the next agenda.

ADJOURNMENT

Adjourned at 7:09 p.m. by Chair Hill.

APRIL - SEPTEMBER 2025

Item 3.



240 W. 13 Mile Road

Monday - Thursday: 10 am - 8 pm

Friday - Saturday: 10 am - 5 pm

Phone: 248-588-7763

Email: library@madison-heights.org

Website: www.madison-heights.org/library

Facebook: www.facebook.com/mhlibrary

Insta: www.instagram.com/madisonheightspubliclibrary



TODDLER TUESDAYS

Tuesdays at 10:30 am

Enjoy stories and coloring for children ages 2-5 and their families. After story time, stay and play!



STORYTIME SATURDAYS

Saturdays at 10:30 am

Stories the whole family will enjoy. After story time, stay and play!



POP-UP SHOP: APRIL 5

BOOK SALE: MAY 17

LOCAL AUTHOR BOOK FAIR

Saturday, April 5, 10 am-3 pm

Meet, greet, support local authors. Come hear a story time or excerpt from some local talent and enjoy a Friends of the Library Pop-up Shop. Are you a local author? Apply to participate on our website.



TEENS



VOLUNTEERS

Last Thursday of the Month, 6-7:30 pm

Are you a teen in grades 6th-12th who needs volunteer hours? Join us on the last Thursday of the month for an hour of volunteer time, and learn about more volunteer opportunities through the library.

ESCAPE TO SUMMER - TEEN ESCAPE ROOM

Friday, June 13, 5-7pm

Teens are invited to this after-hours special event: Escape to Summer! Teens will have to solve a series of puzzles to escape the library.

SENSORY MUSEUM

Friday, August 15, 4:30-6 pm

Students in Grades 6-12 are invited to visit our after-hours smorgasbord for the senses! Dig your hands in and experience different stations of sensory fun!



SUMMER READING

COLOR OUR WORLD

June 15 - August 15

Log your reading in Beanstack for a chance to win prizes! Groups for all ages.

Register at madison-heights.beanstack.org/reader365

Coming this Summer

Movie in the Park
Stuffed Animal Sleepover
Tie-dye Teddy Bear Workshop
Clifford Day
Blanket Fort Night
Squirt Gun Art
Pop & Paint

**Check the Library's website
for dates and details!**



BOOK DISCUSSION SCHEDULE

Item 3.

Meet in person or follow us on social media for reading recommendations.

Visit bit.ly/mhbookclubs for more information.

NOT A BOOK CLUB...

SILENT READING PARTY!

MAY 8

AUGUST 14

6 PM - 8 PM

Enjoy the company of other readers at an event where you don't have to talk to anyone - unless you want to! Light refreshments and ambient sounds provided. Cozy blankets welcome. 18 and up.



6:00-6:30 Arrive, settle in, optional chatting

6:30-7:30 Silent reading

7:30-8:00 Optional chatting and wrap up

BOOK "LOVERS"

2nd Monday of Odd Months, 7 pm

May 12, July 14, September 8

Do you love to read romances? This is the book club for you! From historical romances to romantic comedies and romantasy, we will read a variety of genres and tropes with fellow romance enthusiasts.

RAINBOW READS

2nd Mondays of Even Months, 6 pm

April 14, June 9, August 11

Join us to read and discuss a variety of genres all themed LGBTQIA+ for a rainbow of reads, from coming out stories to discussions of love and identity. For ages 18 and up.

THRILL SEEKERS

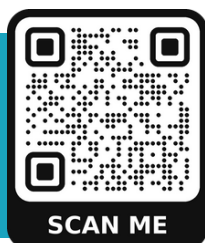
Last Mondays of Even Months, 6 pm

April 28, June 30, August 25

If you love to read gripping narratives filled with twists, complex characters, and heart-pounding suspense, join us to discuss!

AUTHOR TALKS ONLINE

Watch live or stream afterward. Visit our calendar.



COOKBOOK CLUB - NEW!

2nd Tuesdays of Odd Months, 6 pm

May 13, July 8, September 9

A book club for people with an interest in cooking. Each meeting will feature a cookbook and participants will bring a dish you cook from that book to share with the others!

NOVELS & NEIGHBORS

2nd Tuesdays of Even Months, 6 pm

April 8, June 10, August 12

A book club organized by the Madison Heights Public Library and the Human Relations and Equity Commission. Explore books that challenge stereotypes and broaden your perspective. Celebrate the fact we're all neighbors in our wide-reaching world.

TWEEN BOOK CLUB

3rd Mondays, 6 pm

April 21, May 19, June 16, July 21,

August 18, September 15

Are you a curious reader between the ages of 9 and 12? Join us for lively discussions, fun activities, and a chance to explore fantastic books together!

LITWITS

Typically Last Monday of Odd Months, 7 pm

May 19, July 28, September 29

Check Library Calendar to confirm dates.

Are you a book lover who enjoys both fiction and non-fiction? Look no further! At each meeting, the group selects the next book based on their lively discussions of the previous one.

GOLDEN BOOKWORMS

4th Tuesdays, 1:30 pm

April 22, May 27, June 24, July 22

August 26, September 23

A book club organized by the Madison Heights Public Library and the Active Adult Center (age 50 and better). Get ready to read historical and literary fiction.

SPECIAL EVENT SCHEDULE

Item 3.

UPCOMING SPECIAL EVENTS

BABY PROM!

Wednesday, May 14, 11 am - Noon

Ages 5 and under are welcome to get dressed up and attend Baby Prom. Light snacks, music and photo opportunities available.

MOVIE MATINEES

1st Wednesday of the Month, 3:30 pm

Enjoy a relaxing time with family and friends during each month's intergenerational movie showing. See library calendar for movie titles.

HOBBIT DOORS

Monday, September 22, 6 pm

Celebrate International Hobbit Day in style by making your very own Glowforge-laser-cut Hobbit hole. We'll also be watching those silly hobbitses on their grand adventure while we craft! **Please note: this will replace September's Maker Monday!**

SPECIAL EXHIBIT

FOR THE LOVE OF READING:

Letters to the Children of Madison Heights

Library Exhibit Space

April - June

Nearly fifty years ago, former Librarian Sharon Godfrey wrote letters to authors and influential people of the time asking for signed photos or letters to help inspire the love of reading for the children of Madison Heights. These are their replies.

Eric Carle	Henry Winkler
Margaret Rey	Bill Keane
Dr. Seuss	Norman Bridwell
The Berenstains	and more!

STORYWALK

Combine reading and the great outdoors with StoryWalk®!

StoryWalk® promotes early literacy, physical activity, and quality time together. Take a stroll and enjoy successive pages from a children's story along the path. Funding is provided in part by the Institute of Museum and Library Services through the Library of Michigan.

STORY & STROLLS

Civic Center Park 10:30 am

- Wednesday May 21
- Friday July 11
- Thursday August 7

Rosie's Park 10:30 am

- Thursday June 12
- Thursday July 24
- Wednesday August 20

MADISON HEIGHTS
PUBLIC LIBRARY



INSTITUTE of
Museum and Library
SERVICES



LIBRARY CARD DESIGN CONTEST

Entries accepted June 15 - June 30.

Winner determined by popular vote in July.
Create original art for a new design for a Madison Heights library card. Open to all ages in two categories:

13 and under or 14 and up

The winning card designs will debut in September for Library Card Sign-up Month.
Hand-drawn or digital art welcome. Artwork must be original art only, no copyrighted material or AI.



CREATIVE TECHSPACE PROGRAMS

Maker Mondays: 1st Monday, 6pm

Tinker Tuesdays: 3rd Tuesday, 6pm

Sewing Saturdays: Select Saturdays, 2pm

Cosplay Corner: Drop in, 1st Thursday, 5-7pm

Repair: Drop in, 2nd Thursday 5-7pm



April 5: Local Author Fair

May 17: Friends of the Library Book Sale

May 21: StoryWalk Kick-off Civic Center Park

June 18: Summer Kick Off - Movie in the Park

June 19: Stuffed Animal Sleepover

July 9: Tie-dye Teddy Bear Workshop

August 6: Pop & Paint

August 13: Personal Color Theory Workshop

August 20: Chalk Our Walk Day

September 10: Downton Abbey Fashion Show

Visit bit.ly/mhlibraryapps for more information.



COMICSPLUS

Unlimited comics and graphic novels! Log in with your Madison Heights library card.

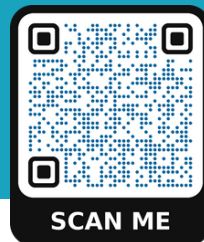
Children's Collection <https://madisonhpublibmicc.librarypass.com/>

Teen Collection <https://madisonhpublibmitl.librarypass.com/>

Full Collection <https://madisonhpublibmifc.librarypass.com/>

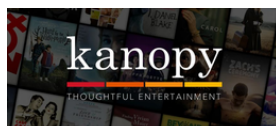
DIGITAL LIBRARY

Visit our Stream and Download page.



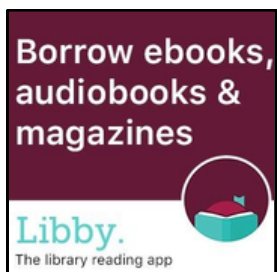
FREEGAL MUSIC

Download or stream ad-free music with your library card.



KANOPY

Movies, documentaries, classic cinema, educational videos and more.



OVERDRIVE | LIBBY

Borrow 6 ebooks, audiobooks or magazines at a time and place up to 6 holds. For most people your PIN is the last 4 digits of your phone number.



MANGO LANGUAGES

Learn a new language the easy way! Use Mango as an app, or website. Login with your library card number. Over 70 languages available including American Sign Language.



MICHIGAN ELIBRARY

Available to all Michigan residents, start here for all your research needs, from genealogy to medical and legal research, test prep and more!



IVOX: BOOKS THAT MOVE!

Favorite stories narrated and come to life with 3D characters and scenes and that children can explore. Free app available for iOS, Android, and Kindle.



CONSUMER REPORTS ONLINE

Access trusted ratings to make better purchasing decisions on items large and small. Lawnmowers, household appliances, cars and much more.

Link to Consumer Reports from our Digital Library page. Select Madison Heights Public Library then scroll down to Consumer Reports.



MICHIGAN ACTIVITY PASS

MAP - MICHIGAN ACTIVITY PASS

Check out a free pass or discount to a museum, state park, and other fun and educational locations!

Borrow 1 pass per 7 days per library card. MAP now includes the Michigan Renaissance Festival! Search for pass you want and click on the "Pass Options" button to see the details of discount that the destination is offering.

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		
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.

SAFE CHILD POLICY

Madison Heights Public Library.

Effective: **DRAFT**

Supersedes: Safe Child Policy, 2013. Unattended Children & Disruptive Behavior Policy, 2013.

PURPOSE:

Madison Heights Public Library ensures the safety and well-being of children by providing guidelines for their supervision while using library services and facilities.

RULES & REGULATIONS:

1. Responsibility:
 - a. Parents and caregivers are solely responsible for the safety, behavior, and supervision of their children in the library. Even when not physically present, parents and caregivers are legally responsible for their child's behavior.
 - b. Library staff are responsible for enforcing this policy and all library policies. Library staff cannot and will not assume responsibility for any child on library property, or after a child has exited library property.
2. Supervision of Children Under 12:
 - a. Children under the age of 12 must be accompanied and supervised by a responsible caregiver (parent, guardian, teacher, or assigned caregiver who is at least 16 years old) at all times while using the library's resources or participating in library programs.
 - b. The responsible caregiver must remain near the child in the library for the duration of the visit to prevent accidents and ensure proper behavior.
 - c. If a child is left unattended, and an attempt to locate the responsible caregiver is unsuccessful, staff may contact the Madison Heights Police and leave the child in police custody.
3. Unattended Children aged 12 and older:
 - a. Children aged 12 years and older are permitted to use the library unattended, provided they adhere to all library policies.
 - b. Children must have the telephone numbers of a parent, guardian, or other responsible adult available in case of emergencies or special circumstances.
4. Behavior and Conduct:
 - a. Children must follow all library policies. Notification of violations will be addressed to the responsible caregiver if they are next to the child. If the caregiver is not next to the child, staff will address the child directly.
 - b. Caregivers and/or the child will be given standard warnings by library staff. Continued unacceptable behavior may result in being told to leave the library.
5. Library Hours and Closing Time:
 - a. Caregivers must maintain awareness of the library's hours of operation and ensure that children are picked up before closing time.

- b. If a child is unattended at library closing time, library staff will contact the Madison Heights Police for assistance.
- 6. Consequences of Policy Violation: Violations of this policy may result in suspension of library privileges for the family, and/or leaving the child in police custody.

MADISON HEIGHTS PUBLIC LIBRARY

Safe Child Policy

The Madison Heights Public Library is dedicated to providing a warm, welcoming, exciting, and safe environment for people of all ages. It is for the safety of each child that the library has adopted this Safe Child Policy. The safety of children left alone in the library is a serious concern of the library staff. The staff, however, has many duties to perform in order to serve all the residents of Madison Heights. Library staff cannot monitor the behavior and safety of children using the library. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with the library staff. Therefore, the following rules have been established:

1. Children under the age of 12, who are using the library's resources or who are participating in a library program, shall at all times be accompanied and adequately supervised by a responsible adult. A responsible adult is defined as a parent, guardian, teacher, or assigned caregiver 16 years or older, who must remain with the child in the library for the duration of the visit. Needless accidents can be avoided by parental attention. Disruptive children twelve (12) or over will be asked to leave after receiving one (1) verbal warning by the Library Director or his/her designees.
2. Parents are advised that, even in their absence, they are legally responsible for their child's behavior. The library cannot and will not assume responsibility for any child, unattended or otherwise, either while he/she is in the building or after he/she has exited the premises.
3. Children 12 years and older may use the library unattended for a reasonable period of time provided they are able to follow the library's [Code of Conduct](#). Any child old enough to use the library unattended must have the telephone numbers of a parent, guardian, or other responsible adult, who may be contacted to pick up the child in case of a health emergency, or other special circumstances.
4. Children who do not adhere to the library's [Public Computers Internet Acceptable Use Policy & Guidelines](#) and Rules of Conduct will be subject to the terms set forth in the library's Unattended Children and Disruptive Behavior Policy.
5. Parents must be aware of the library's hours and must arrange to pick up their children before closing time. If an unattended child is still in the library at closing time, the library staff will act according to the [Unattended Children and Disruptive Behavior Policy](#).
6. Violation of this Safe Child Policy may result in suspension of library privileges for the family.
7. Adult and minor Internet use will be monitored according to Library policy.

These Policies, Rules and Regulation are promulgated pursuant to Section 15-2 of the City of Madison Heights Code of Ordinances on this _____ day of _____, 2013

MADISON HEIGHTS PUBLIC LIBRARY

Unattended Children and Disruptive Behavior Policy

The purpose of this policy is to enable library staff to handle unattended children whose parent or adult guardian is not in the building with them. This policy also focuses on the library's concern with the safety and protection of young patrons. Children left unattended are often frightened and should be comforted by staff. Parents may not leave children under age twelve unattended in the Library. Parents are responsible for their children's behavior and actions while in the Library. We ask that parents supervise children in the Children's room during their visit.

Unattended Children

- 1) If it is determined that a child is lost or left unattended, a senior staff member should try to identify and locate the parents or responsible adults.
 - a) Walk around the Library with the child looking for his/her parents.
 - b) Check lavatories, study rooms, and the meeting room for the parents.
 - c) When a parent is found, explain the Library policy on unattended children.
 - d) If a parent is not found in the building, a senior staff member should stay with the child until the parents are located, through searching phone directories or Bressers.
 - e) If the parents are not located within an hour, or if the Library is closing, the senior staff member shall call the Madison Heights Police for assistance.
 - f) Library personnel will not transport or escort the child to any location off the premises under any circumstances.
 - g) Staff will assist an unattended child in contacting an appropriate adult 15 minutes prior to closing. If no responsible adult arrives before closing, the senior staff member shall call the Madison Heights Police for assistance.
- 2) No child will be left on library property unattended after library hours. The Police Department will be contacted to protect the interests of the child.

Disruptive Behavior

Disruptive behavior includes but is not limited to: creating a public nuisance by running, pushing, fighting, making excessive noise, climbing on furniture, improper use of computers, or littering.

Attended children under age twelve:

- a) Children who are being disruptive will be asked by staff to behave.
- b) If the disruptive behavior continues, a staff member should inform the parents that their child is disturbing others.
- c) If the parents refuse or are unable to control the child, the family will be asked to leave.

- 2) *Unattended children* under age twelve:
 - a) A staff member will ask the child to correct his/her behavior.
 - b) If the child persists, efforts should be made to locate the parents within the building. If located in the building, explain the child's behavior and inform them of the Library policy. If cooperation is refused, the family will be asked to leave.
 - c) If the parent cannot be located within the building, the staff member will try to contact the parent through the phone book or Bressers directory. When a parent is contacted he/she will be informed of the child's behavior and of the Library policy and will be told to pick up the child immediately. Indicate at the time of pick-up that the Madison Heights Police Department will be called for assistance if the conduct reoccurs.
 - d) If the parent cannot be contacted within the hour, or if the library is closing the MHPD will be called for assistance.
- 3) *Unattended children* twelve years or older:
 - a) A staff member will tell the young person he/she is causing a disturbance, and this is a warning. Inform that the next time he/she will be asked to leave.
 - b) If the disruptive behavior continues, the staff member shall ask the youngster to leave and follow through to ensure that he/she does leave the building.
 - c) If the youth indicates that they may not leave because the parent is picking them up, they will be asked to phone the parent and request immediate pickup.
 - d) If the youth does not leave when the request is made, the Madison Heights Police Department may be called to assist with the ejection.

These Policies, Rules and Regulation are promulgated pursuant to Section 15-2 of the City of Madison Heights Code of Ordinances.