



**CITY OF MADISON HEIGHTS**  
**LIBRARY - BRECKENRIDGE ROOM, 240 W. 13 MILE ROAD**  
**LIBRARY ADVISORY BOARD MEETING AGENDA**  
**MAY 18, 2022 AT 6:30 PM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [1.](#) Minutes from July 21, 2021

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

- [2.](#) Civic Center Project Update

**UNFINISHED BUSINESS**

- [3.](#) Recommendation on Student Representation Proposal

**NEW BUSINESS**

- [4.](#) Recommendation on Library Operations
5. Set next meeting date.

**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](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

**MINUTES  
LIBRARY ADVISORY BOARD  
SPECIAL MEETING – July 21, 2021**

**Call to Order**

Yerman called the meeting to order at 6:06 p.m.

**Roll Call**

Present: Council Alternate Mark Bliss Kristina Mentzer, Deborah Shepherd, Ashton Southard, Jason Theodoroff, Alternate: Rebecca Chambliss, Ex-Officio Member: Roslyn Yerman  
Excused: Lynne Bucciarelli, Council Representative Robert Corbett Ex-Officio Member: Melissa Marsh  
Absent: Alexander Bedz, Lauren Gadoua, Jeffrey Scott  
Guests: Adam Owczarzak

Bliss made a motion to excuse Bucciarelli and Corbett with a second by Theodoroff

Yeas: Bliss, Mentzer, Shepherd, Southard, Theodoroff, Chambliss  
Nays: None

**Approval of the minutes of April 8, 2021**

Mentzer made a motion to approve the minutes of April 8, 2021 as drafted; Supported by Theodoroff

Yeas: Bliss, Mentzer, Shepherd, Southard, Theodoroff, Chambliss  
Nays: None

**LIBRARY FAÇADE DESIGN**

Owczarzak provided a reminder on the Kaboom grant before sharing the draft façade design and the reason for the revisions to date. Preliminary discussion centered around the wording ‘You Belong Here’ or ‘Where Stories Come to Life.’ An early consensus was that the appearance resembled 90’s clip art. Instead the group advocated for a more modern look, with books represented by associated images. The suggestion was made that the ‘You Belong Here’ concept could be conveyed with the word Library also displayed in other languages, primarily those specific to City residents.

It was recommended that a graphic artist be solicited who could develop the desired ideas for the vinyl artist in comparable fashion to the designs to date. A graphic artist could be solicited through Facebook and other avenues. Bliss suggested Upwork and other City Social Media. The first step would be to obtain the dimensions of the existing designs. With the October 4<sup>th</sup> deadline, Owczarzak noted the need for a quick turnaround or a request for an extension.

The group felt it could be accomplished by the end of August. ‘Where Books Come to Life’ would meet the proposed theme. LAB members and Library staff could identify classical and modern titles. Titles

were discussed as well as literary eras which would be accompanied by related images. Any proposed space would be filled with this concept. Additionally, the suggestion was made for Library to be in City green, with other translations included in different sized fonts and in multiple colors.

A plan B should the vinyl artist not be able to work with the proposed designs would be for a design artist to create their own work. Owczarzak will speak with the City Manager about the available money for this component. \$6,000 has been budgeted for cutting and installing the vinyl, which would also have to pay the graphic artist.

Mentzer and Shepherd stated that the Friends would be open to a contribution with a request from the library, while Bliss noted that the Arts Board or the Human Relations and Equity Commission might have an interest in contributing. Once the needed additional amount for this component is known, these groups can meet to discuss contributing to make up the difference.

Bliss made a motion to proceed with a graphic designer to create a more modern look with representative book titles and images; Supported by Mentzer.

Yeas: Yeas: Bliss, Mentzer, Shepherd, Southard, Theodoroff, Chambliss

Nays: None

### **Books and Beats**

The event subcommittee of Shepherd, Mentzer and Chambliss reported on their preparations to date. The proposal called for up to four stations. Two are being planned, with Shepherd noting several times that this year's event would be a starting point for future Books and Beats events. One station is being designed for Toddlers through Middle School, with a second for Middle School and up.

Bliss asked if either station was being planned inside the library, as the City Manager had advised that the library would be open. Yerman explained that the library had returned to regular hours, with Saturday hours from 10:00 a.m. – 5:00 p.m. Bliss suggested perhaps he understood that the restrooms could be made accessible and suggested the possible use of the Breckenridge Room. Shepherd noted that the Breckenridge Room wouldn't provide a library experience.

Both stations are planned for outside of the library, with elected officials, City and Library staff, school district representatives and Library Advisory Board members serving as readers. The \$250 for entertainment for performing artists was challenging. Bliss stated that funds from Trails Tunes fundraising could also be used for Books and Beats. He also suggested reaching out to Laurie Gerald's connections. A portable PA system is being purchased for each group, which the library will be able to use for future outdoor events.

### **Adjournment**

A motion to adjourn the meeting was made at 7:45 p.m. by Bliss; Supported by Mentzer

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CONSULTANT

KEY PLAN



OWNER

City of Madison Heights  
300 W Thirteen Mile Road  
Madison Heights, MI 48071

PROJECT NAME

Civic Center Campus

300 W Thirteen Mile Road  
Madison Heights, MI 48071

PROJECT NO.

21-134

ISSUES / REVISIONS

Bidding/Construction 5/10/22

DRAWN BY

NPR/ KJP/ MAA

CHECKED BY

PDF / NPR

APPROVED BY

DWG / LAL

SHEET NAME

MAIN LEVEL PLAN - AREA C

SHEET NO.

A3-05

FLOOR PLAN KEYNOTES (CONTD)

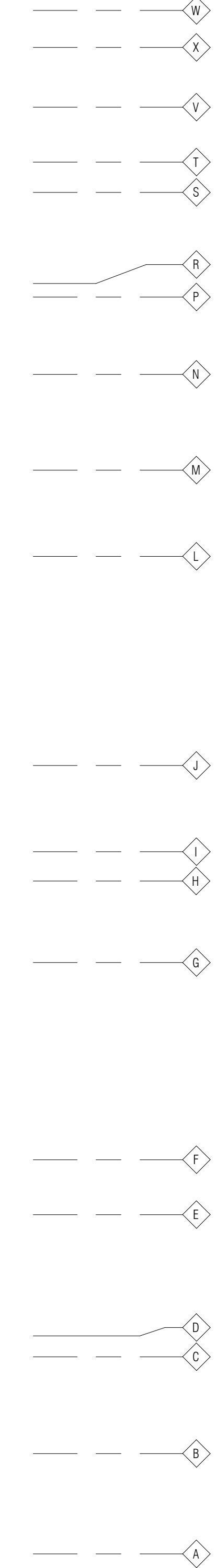
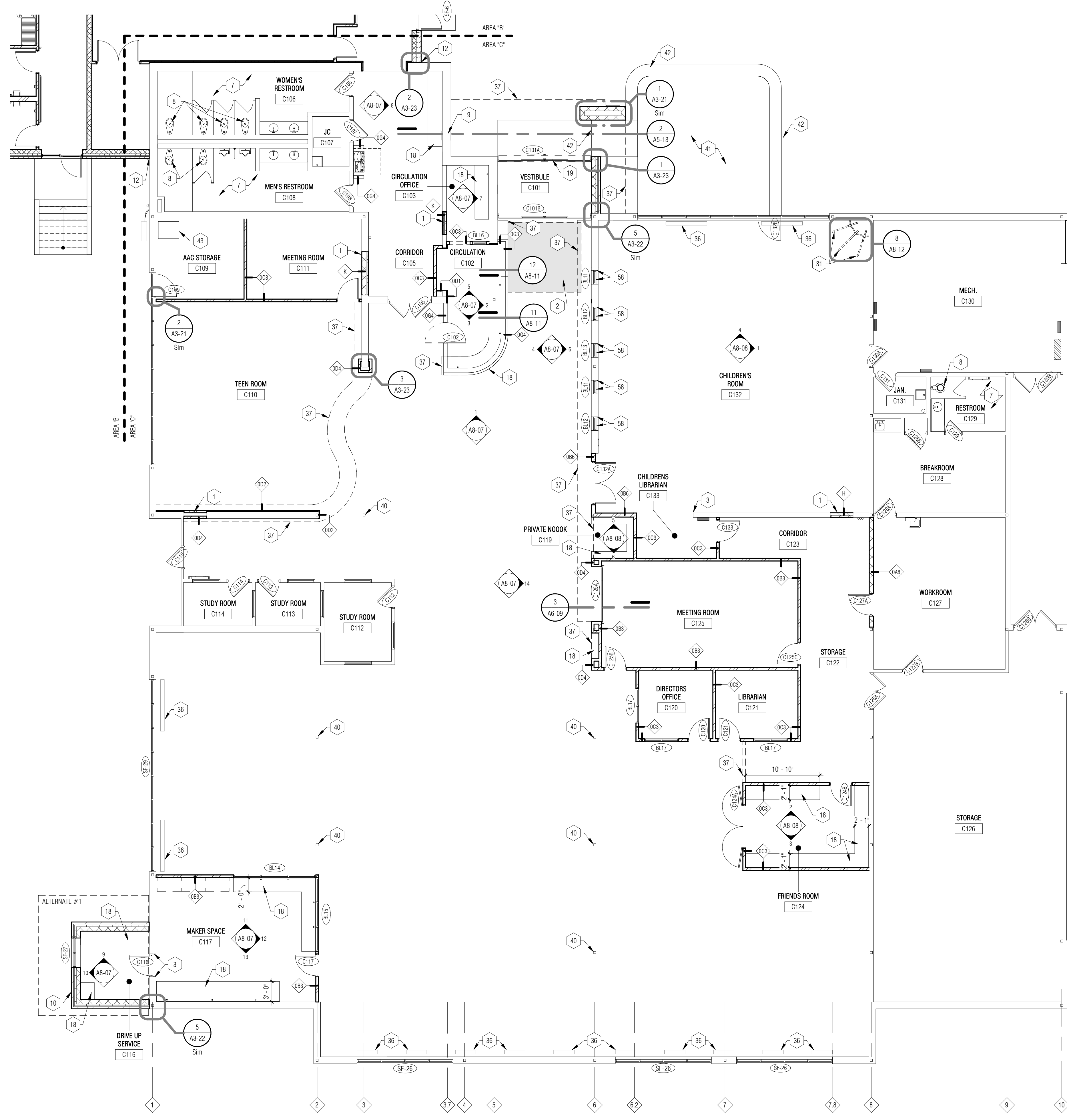
- 45 WALL SHELF AND COAT RACK POLE
- 46 CONTINUE WALLS TO UNDERSIDE OF DECK TO SEPARATE PLENUM. REFER TO MECH.
- 47 FOUNDATION DRAIN SLUMP PUMP. REFER TO MECH
- 48 PATCH FLOOR AND CEILING AS REQUIRED FOR NEW WORK
- 49 PATCH FLOOR, CEILING, AND BASE AS REQUIRED FOR NEW WORK
- 50 BASE BID: EXISTING PARTITIONS TO REMAIN. ALTERNATE B/C #A2 REPLACE IN SAME CONFIGURATION
- 51 FLOOR MOUNTED UTILITY SINK. REFER TO MECH
- 52 PAINT NEW WALL TO MATCH EXISTING ADJACENT WALL
- 53 CONTINUOUS CHAIR RAIL (CR-1) AS SPECIFIED, ALONG LENGTH OF CORRIDOR WALLS. BREAK ONLY @ DOOR OPENINGS. PROVIDE FLOOR MOUNTS @ LOCATIONS WHERE NO WALL IS ADJACENT
- 54 FOUNDATION WATERPROOFING. OVERLAP ONTO EXISTING FOUNDATION WALLS WHERE END
- 55 REINSTALL EXISTING SALVAGED STONE SILL FROM BELOW TO ALIGN WITH EXISTING CLERESTORY SILL
- 56 INSTALL SALVAGED DRINKING FOUNTAIN WITH BOTTLE FILLER IN NEW LOCATION. REFER TO MECH
- 57 NEW DRINKING FOUNTAIN. REFER TO MECH
- 58 PAINT DRYWALL RETURNS & WINDOW FRAME BOTH SIDES. REFER TO 5/AB-07 FOR PAINT COLOR
- 59 ELECTRICAL EQUIP. REFER TO ELEC.
- 60 RAIN CONDUCTOR - REFER TO MECH.
- 61 EXISTING PIPE
- 62 PAINT EXISTING METAL SUPPORT LEG (PNT-7)
- 63 NEW MILLWORK ISLAND. REFER TO 9/AB-12.

FLOOR PLAN GENERAL NOTES

- A. DO NOT SCALE DRAWINGS. USE DIMENSIONS PROVIDED. IF A CONFLICT IS ENCOUNTERED OR REQUIRED DIMENSION IS NOT PROVIDED, REQUEST A CLARIFICATION FROM THE ARCHITECT.
- B. ALL PLAN DIMENSIONS ARE NOMINAL. TO THE FACE OF WALLS. REFER TO WALL TYPES ON A0-10 FOR ACTUAL WALL THICKNESS.
- C. COORDINATE SIZE AND LOCATION OF ALL DUCT, SHAFT, AND LOUVER OPENINGS IN WALLS WITH MECHANICAL.
- D. ALL EXPOSED CORNERS OF CONCRETE MASONRY UNITS ARE TO BE 1" BULLNOSE.
- E. REQUIRED FIRE RATED PARTITIONS, FLOORS, AND CEILINGS ARE INDICATED ON SHEET A0-04 AND A0-05 LIFE SAFETY PLAN, AS WELL AS FIRE EXTINGUISHER & CABINET LOCATIONS.
- F. REFER TO PLUMBING DRAWINGS AND SPECIFICATIONS FOR PLUMBING FIXTURE IDENTIFICATION & LEGEND
- G. TOOTH-IN MASONRY AT NEW OPENINGS IN EXISTING MASONRY WALLS AND AT MASONRY INFILL LOCATIONS OF EXISTING OPENINGS WHEN NOT HIDDEN BEHIND FURRED OUT WALL CONSTRUCTION.

FLOOR PLAN KEYNOTES

- 1 NEW INFILL IN EXISTING WALL OPENING. REFER TO WALL TYPES.
- 2 NEW CONCRETE SLAB INFILL WHERE RECESSED MAT WAS REMOVED. LEVEL TO EXISTING ADJACENT FLOOR SLAB. CAP AND ABANDON FLOOR DRAIN IF FOUND TO BE EXISTING.
- 3 TOOTH-IN NEW BRICK VENEER AT WALL OPENING TO MATCH EXISTING
- 4 CONCRETE SLAB INFILL AT EXIST RAMP. INFILL TO BE LEVEL AND FLUSH WITH FLOOR SLAB OF MAIN FLOOR. REFER TO A7-02
- 5 NEW STOREFRONT IN PLACE OF EXISTING. VERIFY OPENING IN FIELD. REFER TO STOREFRONT ELEVATIONS
- 6 NEW SOLID SURFACE COUNTERTOP (SS-2). REFER TO DETAIL 2/AB-11. EXISTING PLUMBING FIXTURES TO BE REINSTALLED
- 7 STEAM CLEAN GROUT LINES IN FLOOR AND WALLS
- 8 TOILET FIXTURES TO REMAIN. REMOVE AND REPLACE TOILET SEATS WITH NEW
- 9 REINSTALL SALVAGED EXISTING BOOK DROP
- 10 PREMANUF BOOK DROP AS SPEC. MOUNTED AND SEALED IN EXTERIOR WALL. BOOK COLLECTOR CART BY OWNER
- 11 NEW RAISED PLATFORM ON TOP OF EXISTING SLAB. 3/4" FR T&G PLYWOOD DECKING GLUED & SCREWED TO FR 2x4 WOOD SLEEPERS @ 18" O.C.
- 12 2" EXPANSION JOINT
- 13 EXISTING CITY COUNCIL MILLWORK TO BE RELOCATED TO NEW COUNCIL CHAMBER ROOM. REFER TO MINIMUM DIMENSIONS FOR LOCATION. PLACE BACK SIDE OF OUTWARD FACING PANEL AGAINST NEW RAISED SLAB SO THAT DAVIS SITS FLUSH AGAINST EDGE OF PLATFORM
- 14 EXISTING STEEL COLUMNS. SHORE CANOPY ABOVE AS REQUIRED. CUT AND REMOVE REST OF PORTIONS OF COLUMN. REPLACE WITH NEW STAINLESS TUBE WELDED TO ORIGINAL. PAINT TO ENTIRE COLUMN TO MATCH. REFER TO DETAIL 3/AB-11
- 15 NEW INCLINED RAMP. 3/4" FR T&G PLYWOOD OVER FR 2x4S @ 16" O.C. MAX. SLOPE 1:12.
- 16 PROVIDE ACOUSTIC BATT INSULATION IN WALL CAVITY & TAKE WALL TO UNDERSIDE OF DECK BETWEEN ROOM A148 AND A149
- 17 EXISTING DOOR TO REMAIN - REMOVE LOCKSET. INSTALL SOUND GASKET AND PERMANENTLY CLOSE. REFER TO SPECS FOR NEW HARDWARE. FILL VOID WITH INSUL. ON SIDE WITH NEW FURRING
- 18 NEW COUNTERTOP. REFER TO MILLWORK DETAILS AND INTERIOR ELEVATIONS
- 19 NEW LOCATION OF RELOCATED EXISTING SLIDING ENTRANCE DOORS. REFER TO DEMO PLANS AND DOOR SCHEDULE
- 20 SLIDING PASS-THROUGH WINDOW WITH SOLID SURFACE COUNTER BELOW
- 21 NEW FIREPLACE W/ INTEGRAL BENCH. REFER TO SECTION 3/AB-10
- 22 LOCATION OF NEW ELECTRONIC DOOR OPENER BUTTON
- 23 NEW CABINET UNIT HEATER - REFER TO MECH.
- 24 TV MONITOR AND MOUNTING BRACKET. OWNER SUPPLIED / CONTRACTOR INSTALLED. PROVIDE BLOCKING IN STUD CAVITY
- 25 CAP AND FILL ABANDONED FLOOR VENT OPENING IN SLAB. MAKE FLUSH WITH SURROUNDING SLAB. REFER TO STRUCT
- 26 MASONRY RESTORATION. CLEAN, TUCKPOINT, AND SEAL BRICK
- 27 OPEN SLOT IN COUNTER TOP FOR BALLOT DROP
- 28 NEW GYP BD ON 7/8" FURRING STRIPS IN EXISTING OPENING ABOVE DOOR FRAME WHERE WOOD PANELING WAS REMOVED ABOVE DOOR. PROTECT EXISTING PLASTER WALL AT EDGES. TRIM TO MAKE FLUSH WITH PLASTER TO SIDES AND WALL INFILL BELOW
- 29 NEW 2" RIGID INSULATION AFFIXED TO BACK SIDE OF MASONRY WALL INFILL. OVERHANG JOINT BY 4" ON ALL SIDES. SEAL ALL AROUND
- 30A CANTILEVERED WALL SHELF LEDGE MOUNTED TO STUDS. PROVIDE BLOCKING AS REQUIRED. REFER TO ELEVATIONS
- 30B LOCATION OF WALL SHELF PROVIDED BY FOOD SERVICE. PROVIDE BLOCKING AS REQUIRED REFE TO FOOD SERVICE
- 31 CUSTOM LAMINATE W/ CHILDRENS "READING CORNER" TREE. REFER TO INTERIOR ELEVATIONS
- 32 LINE OF GYP STRIPING ABOVE. REFER TO CEILING PLANS AND DETAILS
- 33 EXISTING WD TRIM TO REMAIN
- 34 NOT USED
- 35 SIGN TYPE C. REFER TO SIGNAGE SCHEDULE
- 36 EXISTING FLOOR VENT OPENING TO REMAIN. NEW GRILLE
- 37 LINE OF CEILING SOFFIT OR ROOF CANOPY ABOVE
- 38 FLOOR SLAB INFILL AT EXISTING VERTICAL SHAFT. REFER TO STRUCTURAL FOR SLAB TIE IN AND SUPPORT
- 39 FLOOR JOINT. REFER TO STRUCT
- 40 EXISTING STRUCTURAL STEEL COLUMN TO REMAIN (PNT-7) OR AS OTHERWISE NOTED ON INTERIOR ELEVATIONS
- 41 EXISTING STAMPED CONCRETE PATIO PORTION TO REMAIN. PROTECT DURING CONSTRUCTION
- 42 NEW PATIO PAVER BORDER ALONG EXISTING CONCRETE PATIO. REFER TO FINISH PLANS FOR PATTERN
- 43 EXIST ACCESS PANEL TO REMAIN
- 44 WALL MOUNTED BALLET BARRE. REFER TO INTERIOR ELEVATIONS

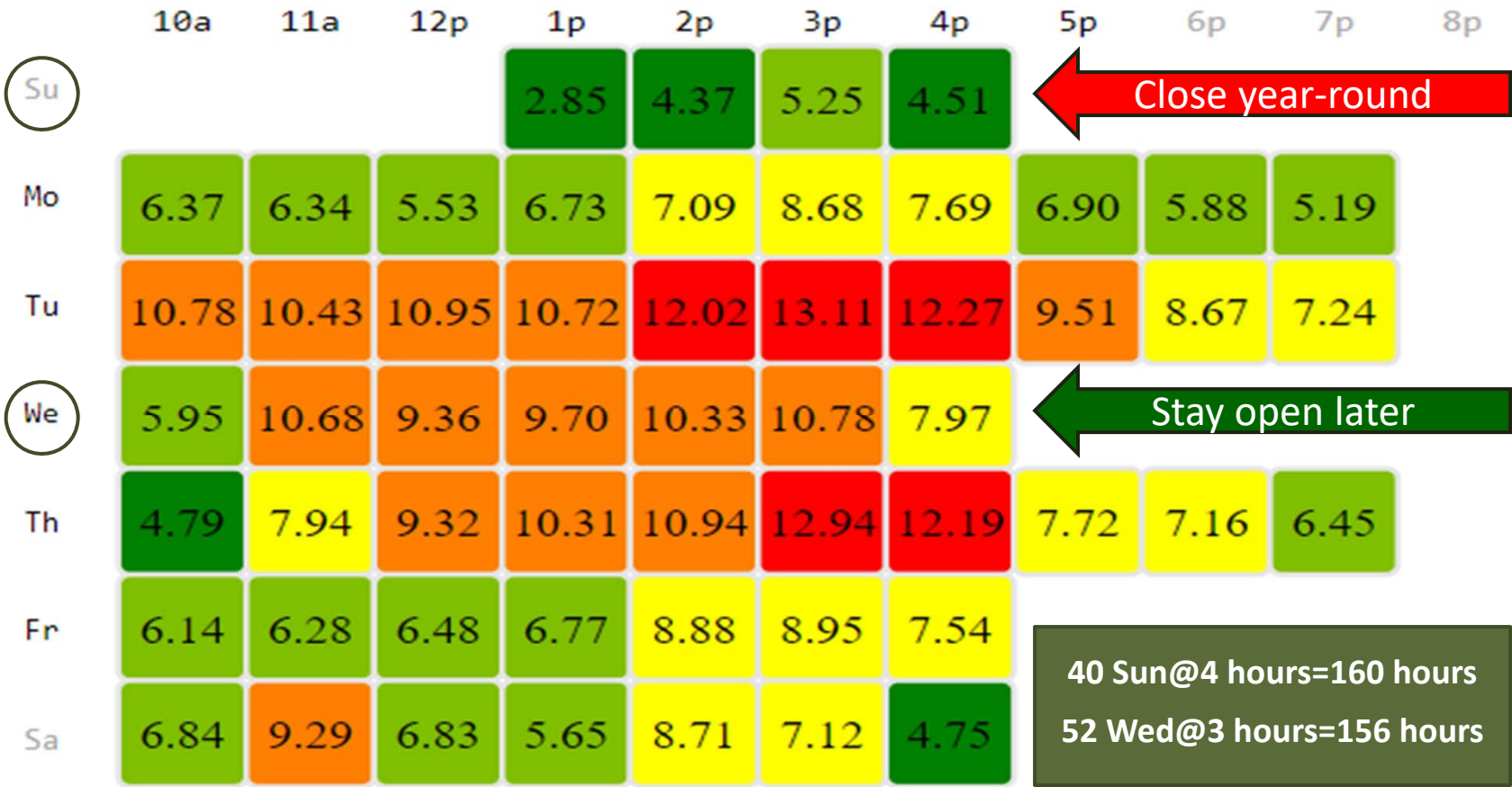


1 Floor Plan Area C  
1/8" = 1'-0"

	Arts Board (resolution)		Library Advisory Board (currently ordinance)		HREC (resolution)		Park and Recreation Advisory Board (currently Ordinance)	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Resident Members	7	7	8	7	5	5	7	7
Resident Alternates	3	3	1	3	2	3	2	3
Students specific per school	3	0	0	0	0	0	3	0
Students specific per school alternates	6 (2 per school)	0	0	0	0	0	0	0
Students at-large	0	3	0	3	0	3	0	3
Council	1	1	1	1	1	1	1	1
Council Alternates	1	1	1	1	1	1	1	1
School Liaison (Board or staff member)	0	0	0	0	3	2	2	2
Voting	11	11	9	11	9	13	13	13

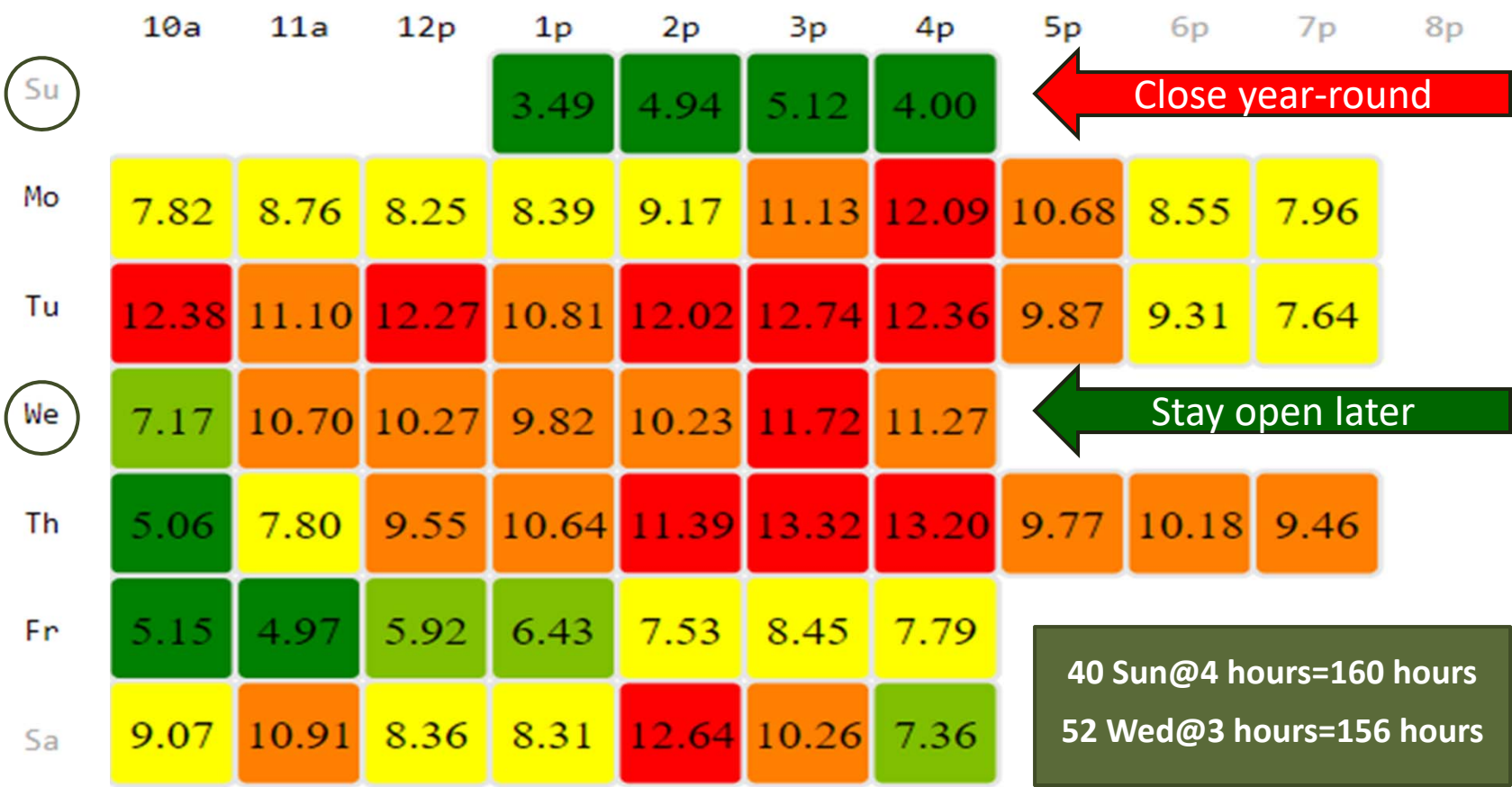
- create 3 student at-large seats for each of these boards instead of school specific
- eliminate the Arts Board student alternates – they have never been filled since they were created
- establish 3 at-large citizen alternates for each board for uniformity and ease of meeting quorum
- Eliminate Bishop Foley rep (under other category) for the HREC and keep the Madison and Lamphere Representatives. Bishop Foley has never appointed anyone to this position, and if we add three at-large student reps, we need an odd number for the total membership. Alternatively, keep their alternates at two.
- As an administrative policy, eliminate the reoccurring background check for applicants. We only would require a background check for first-time applicants. In the past eight years, we have not had one applicant turned away for information found in their I-chat; every three-year requirement is an administrative challenge since not all terms are three years; thus, it isn't easy to track and maintain. When boards are up for renewal, we have candidates who need background checks and some who do not, based on when they last had one.

# Three Month Heatmap (Occupancy)



4/25/2022

# Three Month Heatmap (Occupancy)



5/10/2022