

**City of Madison Heights
Library Advisory Board
Special Scheduled Meeting Agenda
Breckenridge Room - Library
240 W. 13 Mile Road
June 11, 2019**

1. Call to Order at 6:30 p.m.
2. Roll Call
3. Approval of the minutes of November 27, 2018
4. Meeting Open to the Public
5. Board Discussion Topics
 - a. Carpet and Furniture
 - b. FY 2019-20 Strategic Planning Process
 - c. Blueprint for the Future – Mini Grant
6. Other Business
7. Adjournment

**MINUTES
LIBRARY ADVISORY BOARD
SPECIAL MEETING – November 27, 2018 Breckenridge Room**

Call to Order

Roslyn Yerman called the meeting to order at 5:33 p.m.

Roll Call

Present: Alex Bedz, Lynne Bucciarelli, Council Representative Robert Corbett, Dolly Ferries, Carole Pryzby, Jeff Scott, Ex-Officio Members: Roslyn Yerman and Melissa Marsh
Absent: Lauren Gadoua

Approval of the minutes of January 17, 2018

A motion to approve the minutes of January 17, 2018 as written was made by Bucciarelli; Supported by Pryzby

Yeas: Bedz, Bucciarelli, Corbett, Ferries, Pryzby, Scott,
Nays: None

FY 2018-19 Goals Update

Yerman provided an update on Goal U – Establish a “PAWS to Read” Library Program and Goal V – Establish a Library Volunteer Program. Goal V has been successfully rolled out. Goal U is still in the planning stages for review by City staff.

**Deferred Millage Maintenance Funds
FY 2019-20 Strategic Planning Process**

Marsh explained the strategic planning process. Department Heads met with City Council to share Department needs after which Council identified five goal areas – Public Safety, Fiscal Stability, Infrastructure, Quality of Life and Economic Development.

She further explained that Department Heads had developed primary objectives in applicable areas over the next 1 – 5 years, which were currently being reviewed. Library improvement items are included in the Infrastructure category. Marsh stated that deferred millage funds could be used for future library needs, either service or maintenance. As of June 30, 2018, the library deferred funds are \$134,214.

Staff has recommended using these funds for interior painting and furniture replacement, as opposed to those such as the development of a proposed teen space, which would alter the footprint of the building. The board concurred. The impact of aesthetics was discussed, and the addition of colors which would update the building.

A mural was suggested for the east wall of the Breckenridge Room as part of the Arts Board’s mural program (a conflict was subsequently identified with the location if the soundproofing project was funded, but other locations could be considered). Further discussion took place about ways to promote the Library and its services.

Council presentations, school visits, and incentives were among the ways of reaching the community. An open house was suggested, after the building updates (paint, furniture, carpet) were completed, afterhours, to avoid the impact of noise and interaction. A possible Community Round Table Open House is being considered with the Library as host site, and the two events might be paired.

FY 2017-18 Annual Report

The FY 2018 Annual Report was distributed for review. Marsh elaborated on the financial section, and Yerman elaborated on FY 2018 goals.

Other Business – Next Meeting

Marsh provided an update on the anticipated progress of the strategic planning process, and the decision was made to defer a next meeting until Council had met on the proposed action items.

Adjournment

A motion to adjourn the meeting was made at 6:45 p.m.

Blueprint for the Future

Madison Heights Boards and Commissions

Call for Projects/Events

The Madison Heights City Council is issuing a Call for Projects/Events from City Quality of Life Boards and Commissions. Funds should be utilized by these resident-led boards and commissions for projects or programs that advance their board and commission official purpose with events or activities held between January 1, 2020 and December 30, 2020.

A maximum of \$9,000 **may** be available to fund Quality of Life Boards and Commissions projects and events.

In December 2019, Council will make a determination 1) amount of funding available (if any) and 2) which projects/events to fund. Total funds available for all projects events may not exceed a total of \$9,000 and may be allocated in any amount to a specific Board/Commission as deemed appropriate by City Council. All Programs and Events must be City related and directly related to the official stated purpose of the Board/Commission submitting the proposal for Council consideration.

Funded Boards and Commission events/activities should help to promote the Board and Commission focus and purpose as well as the Madison Heights Blueprint for the Future Strategic Plan in the area of Quality of Life:

- Boards eligible to submit ideas:
 - Active Adult Center Advisory Board
 - Arts Board
 - Environmental Citizens Committee
 - Library Advisory Board
 - Multicultural Relations Board
 - Parks and Recreation Advisory Board

- Call for Ideas Submittal Deadlines
 - September 1 – October 31 - Proposals will be accepted
 - November 1- December 15 - Review period
 - December 15 – January - Council and staff determine what funding is available, if any.
 - January - Announce which, if any, projects/events will be funded.

Boards and Commissions Call for Projects Eligible Expenses

Eligible expenses – what you can use the funding for:

- Advertising and promotion
- Dedicated space rental or tent equipment rental
- Printing (e.g. flyers)
- Project materials and supplies (activity/event supplies, etc.)
- Food for participants at events/activities
- Direct Project/Event activities
- Other expenses on a case-by-case basis
- Grant matching funds

Ineligible expenses – what you cannot use the funding for:

- Alcohol
- Donations to charitable causes
- Costs to maintain activities beyond the funding term
- Salaries and hourly wages
- Board/Commission members and/or mentors payments
- Travel expenses
- Activities outside of Madison Heights
- Purchase of media equipment (computers, laptops, or software)
- Activities related to religious and/or political purposes

Please note that for the purchase of art supplies or sporting equipment, boards and committees will need to provide a letter about how these items will be used after your funded activity is over.

This program is a work in process and guidelines are subject to change due to needed clarifications or unforeseen circumstances.

The Review Criteria

City Council will be looking for the following things:

- Does the project/event address a focus area or support the official state purpose of the Board or Committee?
- Will the target group be interested in the activity/event?
- Does the activity/event bring together a diverse group of people from the city?
- Does the activity/event support one of the five Blueprint for the Future Strong Neighborhood Strategy 2020 Grant Areas:
 - Economic Opportunities
 - Healthy Lives
 - Participation in Decision Making
 - Social Development
 - Physical Surroundings
- Is there a realistic plan for the activity/event? Will the group be able to carry out the activity/event?
- Is the budget clear? Does it make sense for the activity/event?
- Is more than one Board or Committee involved in the event/project being proposed?

2020 Board and Committee Call for Projects/Events

Your Working/Planning Document

The following questions are intended to guide your application process and assist you plan your event/activities.

EVENT/ACTIVITY DESCRIPTION

Please answer the following questions. Work with your board of committee to answer these questions (about 100 words each).

1. Briefly describe the proposed project/event
2. How does this project or event further your board or committee focus or official purpose within the City?
3. Tell us WHY you are proposing your event/activity. What do you hope to accomplish with this event?
4. Describe HOW you will organize and deliver your event/activity.

EVENT/ACTIVITY DETAILS

- **Are you preparing (cooking) food at your event? Are vendors serving food at your event? Are you labelling food at your event for those who may be allergic?**
 - Answer yes/no. If you answer 'yes' to any of these questions, the City can help put you in touch with Oakland County Health Department to discuss safe food handling
- **Which neighborhood will your event/activity take place?**
 - Your activity/event must take place in a public space in Madison Heights. In a designated place/street/neighborhood.
- **What is the planned date for your event?**
 - Events/activity must take place between January 1 and December 30, 2020.
- **Timing of your event/activity**
 - Morning? Evening? All day?
- **Who is the target group to attend your event/activity?**
 - Your event/activity must be OPEN to all residents of the City.
 - Children? Youth? Older Youth? Adult? Seniors? All ages?
- **Estimate the total number of people who will attend your event/activity**
- **Which Blueprint for the Future Strong Neighborhood Strategy 2020 Theme Area does your event/activity support? Please select one option from below.**
 - **Economic Opportunities**: For example – jobs skills workshops, certification workshops, employment forums and more
 - **Healthy Lives**: For example – nutrition workshops, emergency services workshop, wellness days, gardening events and more
 - **Participation in Decision Making**: For example – host a community engagement events, leadership trainings, and more
 - **Social Development**: For example – educational workshop/forums, back to school events, neighborhood festivals and more

- **Physical Surroundings:** For example – community beautification events, tree plants, neighborhood walking tours, community art events and more.

FUNDING REQUEST

- **How much are you requesting for funding?**
 - Tell us what you need in cash and what you can get donated (in-kind). Your cash request to the City can be any amount up to \$9,000. Remember to account for special event insurance, event materials, etc. Review the list of Eligible and Ineligible Expense to find out which items can and cannot be funded.

How will you use funding:

Description	Amount Requested
TOTAL	

In-kind support (if any):

Description	Estimated Value (in \$)
TOTAL	