



**Ecorse Public Library**

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**Ecorse Public Library Agenda**

Ecorse Public Library Board of Trustees Regular Meeting

Monday, March 9, 2026 @ 6:00pm

Ecorse Public Library

4184 W Jefferson

Ecorse, MI 48229

1. Call to order
2. Roll call: Alexander \_\_\_\_ Brooks \_\_\_\_ Holmes-Hill \_\_\_\_ Morgan \_\_\_\_ Reddick \_\_\_\_
3. Approval of agenda
4. Approval of minutes
  - a. February 9, 2026 meeting
5. Financial Report
  - a. Action Item: Approve/Accept Trial Balance of 12/31/2025 and 01/31/2026
6. Public comment
7. Director's report
8. Old business
  - a. Action Item: Close EPL on Saturdays before Monday holidays when the City of Ecorse is closed on those Mondays.
9. New business
  - a. Presentation provided to City of Ecorse City Council on 02/17/2026
  - b. Ecorse Library Policy development and re-evaluation
    - i. Draft OMA Policy
10. Announcement or comments from Board Members
11. Adjournment

The next general meeting will be at 6:00 pm on Monday, April 13, 2026, at the Ecorse Public Library.

**Date:** 3-5-26

**To:** Ecorse Public Library Board of Trustees

**From:** Kaila Graham, Director

**Re:** Director's Report for March 9, 2026, Board meeting

**Programs and Outreach highlights:**

Staff were able to coordinate with the Wayne County Treasurer's Office to do a workshop about probate and estate tax for Ecorse residents and are planning additional programming around tax support for April, which is Financial Literacy month. Additionally, based on a connection made with Community Focus Credit Union during their Budget Blitz at Ecorse High School, staff are working to develop programming in April in support of adult financial literacy.

Staff have made strong connections with Ecorse Schools, working to develop displays and collections for learning in the classroom and coordinating in-person visits with local schools to tell stories and share information about the library. As March is National Reading Month, EPL staff are coordinating with Ecorse Schools to host storytimes and events that showcase library resources.

Ecorse Public Library celebrated Black History Month with a themed display and bookmarks, and special programming like a themed storytime and Black History Bingo. Additionally, March is National Women's History Month in celebration for which the library has also created a themed display and special programming. The library is committed to celebrating the diversity of our community, and we look forward to planning for historical observances in the future.

**Facilities & Technology:**

EPL staff have worked with our contractor to make final decisions about the staff working space. There is no specific date at this time for work to be completed, but we anticipate to have that area done by the end of April 2026 or beginning of May 2026.

EPL staff has also been working to confirm compliance with building safety, including completing the yearly inspection for the three (3) fire extinguishers in the building.

Regarding the purchase of twelve (12) new computers approved by the board in the meeting held on February 9, 2026, the computers have been delivered to TLN and installation is scheduled for March 9, 2026. TLN also conceded to remove and recycle old CPUs as a one-time courtesy. An invoice will be presented to the board once received.

**Finance:**

Once received, the Trial Balance for 12/31/2025 and for 01/31/2026 will be shared for your review.

## **Shout-Outs**

The Library has been fortunate enough to recently receive several donations that have bolstered the services that we are able to provide to the community. Specifically, we received food donations from the Lions Club and from a patron that brought food from Gleaner's Food Bank. Both of these donations are going toward stocking the food pantry.

## **Staffing & Training:**

- Celeste Moutos attended a virtual training session for marketing and promotion of libraries, including a presentation from Reach Out and Read Michigan to help inform our plans for summer reading.
- Kaila Graham attended the Big Talk from Small Libraries virtual Conference on February 27th, 2026.

## **Old Business - Update to request to align more closely with the City of Ecorse for Holiday benefits:**

The City of Ecorse Human Resources Policies and Procedures booklet says, *"The City of Ecorse will be closed for normal business to grant holiday time off to all employees on the following days." (24/7 operations will continue to schedule employees to work on these holidays):*

- New Year's Day - Jan. 1
- Birthday of Martin Luther King Jr. - Third Monday in January
- President's Day - Third Monday in February
- Good Friday - Friday before Easter
- Memorial Day - Last Monday in May
- Independence Day - Jul. 4
- Labor Day - First Monday in September
- General Election Day - the Tuesday next after the first Monday in November in even-numbered years
- Veteran's Day - Nov. 11
- Thanksgiving Day and the day after - Fourth Thursday and Friday in November
- Christmas Eve - Dec. 24
- Christmas Day - Dec. 25
- New Year's Eve - Dec. 31

Staff confirmed with HR that these holidays listed above are all holidays observed by the City of Ecorse and during these holidays the City is closed. Four of these are always Monday holidays, which gives City staff who do not work on Saturdays the ability to have a three-day weekend. Other holidays move every year, like Independence Day, and may land on Monday.

Since EPL is not open on Mondays but is open on Saturdays, EPL staff propose that EPL be closed on the Saturday before a Monday holiday. This way, EPL staff would align with other City

staff who have a three-day weekend in these cases.

At the June 9, 2025, Board meeting, the Library Board voted to have Friday holiday closures match the City and also be closed on the Saturday, like the City is: *“Should a government holiday fall on a Friday, the Ecorse Public Library will be closed on Friday and the following Saturday. EPL scheduled staff will report for work on Monday during same pay period.”* Staff could also use leave time for Saturday and also have Monday off.

EPL staff appreciate the Board’s consideration of this request.

**New Business:**

- On February 17, 2026, Kaila Graham, acting on behalf of the Library Board, presented to the City of Ecorse City Council certain updates on the Ecorse Public Library. This was done in accordance with Michigan state law and Ecorse city ordinance. A copy of that presentation is included in this packet. As an additional element of this requirement, the library board is responsible for confirming the accuracy of the content via affidavit. This can be accomplished by review of the presentation and signature by the Library Board president.
- Based on previous interest, Kaila Graham is working on reviewing policies of the Ecorse Public Library to identify areas that could be updated or places where a new policy would be warranted. In past meetings, a policy around Immigration and Customs Enforcement (ICE) presence in the libraries was mentioned, and the Director is looking more into this. Additionally, Kaila Graham has drafted a policy regarding the Open Meetings Act (OMA) which has been included in your board packet.



## **City of Ecorse Municipal Code, Division 5, Sec. 2-140:**

“The library board shall be responsible for the provision of efficient library service to the citizens of the city. It shall inform the mayor and city council of the library's progress and needs. The board shall annually report to the city council on the money received from the library fund and from other sources, and how the money has been expended and for what purposes; the number of books and periodicals on hand; the number added by purchase, gift, or otherwise during the year; the number lost or missing; the number of visitors attending; the number of books loaned out, and the general character and kind of those books; as well as other statistics, information, and suggestions as it deems appropriate. All portions of the report that relate to the receipt and expenditure of money, as well as the number of books on hand, books lost or missing, or books purchased, shall be verified by affidavit.”

## **Ecorse Public Library Annual Report to Ecorse City Council**

Thank you for the opportunity to briefly speak today. The Code of Ordinances for the City of Ecorse requires the library board to share certain information with the City Council and this evening I am sharing some information about the library from our annual state aid report FY 24/25 *[reported in FY25/26]*

- Regarding money received from the library fund and other sources, and how the money has been expended and for what purposes:
  - State Aid Report Part 5: Operating Income, section C – \$470,725
  - These funds go toward purchasing books, media, and other items that the library lends out to patrons, programming and events, staffing, and maintenance of the library building and other services.
- Regarding the number of books and periodicals on hand:
  - State Aid Report Part 9: Library Collection – 15,858 print materials
  - This is not including the hundreds of audio/visual materials in the collection, our library of things, board games, and subscriptions.
- During FY 24/25, the library added 2,396 items to the collection by purchase, gift, or otherwise. And the library reported 270 items as lost or missing within that fiscal year.
- Regarding the number of visitors attending:
  - State Aid Report Part 10: Library Services, section A – 8,076 visitors
  - It is worth noting that our entire population served according to data from the State is 9,305. If each visitor to the Library were a resident of Ecorse that would account for 87% of the City.
- Regarding the number of books loaned out, and the general character and kind of those books:
  - State Aid Report Part 10: Library Services, section D: 9,536
  - These include graphic novels, fiction, non-fiction, and books for all ages including adults, children, and teens.

## **Draft Open Meetings Act Policy**

The Open Meetings Act (OMA) is a state law that requires that meetings of public bodies be open to the public except in certain specific, limited situations where the law authorizes the public body to close a meeting. OMA also provides that the public must be given advance notice of the time, place and subject matter of the meetings of public bodies. This is to ensure that the public has access to information about government and its decision-making process. Meetings of the Ecorse Public Library Board (“Board”) shall be noticed and held in compliance with the Michigan Open Meetings Act which is 1976 PA 267, MCL 15.261 through 15.275.

A schedule of regular Board meetings shall be posted at the beginning of each fiscal year and shall state the regular dates, times, and places of such meetings. This schedule shall be posted on the Ecorse Public Library’s (“Library”) website, as well as in the Library. Board meeting agendas will be distributed to Board members and posted for the public as required by the Michigan Open Meetings Act. Agendas shall be posted on the Library’s website, as well as on Library property.

The Library cooperates with representatives of print and broadcast media and with other members of the public who wish to make either video or audio recordings of public meetings so long as said recordings neither disrupt a meeting, nor violate the rights of the members of the Board, witnesses, or the public. The President of the Board may impose additional rules or limitations on recording as necessary to preserve the decorum of the meeting and avoid disruption of the meeting.

The following rules to govern public comments during meetings of the Board:

- Members of the public who attend meetings of the Board and wish to make a comment must do so during the Public Comment section of the agenda.
- Members of the public who wish to speak during Public Comment must sign in with their name and address.
- Members of the public who wish to speak during Public Comment must limit their comments to no more than three (3) minutes in length.

The Board is responsible for updating policies and procedures relating to Board meetings.

Board meeting minutes will be made available for public inspection and posted on the Library’s website within five (5) calendar days after the minutes are approved by the Library Board. Typically, the minutes are approved at the next board meeting. Any minutes from meetings that are open to the public that have been posted on the Library’s website shall remain posted on the website in accordance with OMA.