



Ecorse Public Library

4189 W. Jefferson Ave., Ecorse, MI 48229

Phone: (313) 389-2030

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Ecorse Public Library

Ecorse Public Library Board of Trustees Regular Meeting

Monday, May 12, 2025 @ 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 April 14, 2025
5. Consent Agenda- N/A
6. Financial Report
7. Public comment
8. Director's report
9. Old business
 - a. Library card design
 - b. Website update
 - c. New program room
 - d. Window repair
10. New business
 - a. Policy check up
 - b. Exterior lighting
11. Announcement or comments from Board Members.
12. Adjournment

The next general meeting will be at 6:00 pm on Monday, June 9, 2025 at the Ecorse Public Library.

[Budget information unavailable per city]

Library Statistics

	January	February	March	April
Total Circulation	33	226	259	182
Library of Things	0	10	4	12
Door Count	0	1223	1658	1664
Library Card Registrations	2	28	23	34
Library Card Totals	814	839	864	898
Materials added	386	164	33	100
Collection Totals	18193	18337	17849	16819
Programs				
Adult	0	2	14	11
Children	0	6	13	3
Outreach Programs	0	0	0	1
MAP checkouts	0	0	0	1
Overdrive	179	131	145	121
OD Digital Magazines	13	14	18	21
Gannet Media	0	0	3	11
Public Computer Sessions	0	212	190	152

Staff Training/Out of building meetings

Celeste attended TLN Youth Services meeting on 5/9/25. Fatemeh attended Digital Collections office hours on 5/8/25.

Suzy attended MI Directors Meeting on 5/9/25, Meeting with FIPrinting on 5/6/25.

All staff attended a staff meeting on 5/1/25 where we covered policy, procedures, and planning for library operations. Next meeting will be 6/5/25.

Programs and Outreach

Celeste and Ashley attended the EHS Open House on April 24, they signed 20 people up for new library cards and spoke with individuals about what EPL has to offer.

Computer programs have continued to be popular, both group and individual.

Senior Coffee Hour was hosted at the library and drew a nice crowd.

Library Operations

Electrical work is continuing. Exterior light project continues, the large panel in the basement has been installed and will be programmed soon.

The public restroom hand dryer has been installed and the paper towel dispenser has been removed. We hope this will help keep our restrooms clean and clog-free.

The foggy window will be replaced from the south side of the building, the large front windows will be sealed by New Glass and Door of Novi.

A dehumidifier has been purchased for the basement to be run during the summer months.

New perennials were planted around the flagpole.

Commercial Glass

Superior

Dependable

Service

Proposal

Bid # 25-356

April 16, 2025

Proposal Submitted To:

Ecorse Public Library
4184 W Jefferson
Ecorse MI 48229

Project Name and Location

Leaking Windows
4184 W Jefferson
Ecorse MI 48229

Contact Information

Susie Shipman
313-389-2030
sshipman@ecorselib.mi.us

Provide and Install the Following Scope of Work:

- 1) Set up scaffolding at exterior large wood window opening to the left of the main entrance
- 2) Use cones and caution tape around work area to attempt to keep pedestrians clear of active location
- 3) Remove loose caulk and prepare around 25 lites of glass to receive new sealant
- 4) Remove loose caulk and prepare perimeter of wood window wall to receive new sealant
- 5) Use dow 795 silicone to seal glass to wood framing at each of the 25 glass units
- 6) Use Vulcum sealant around perimeter of frame, top bottom and verticals
- 7) Use Vulcum sealant around wood stops around each of the 25 lites of glass
- 8) Clean up area upon completion to remove generated debris from work activities
- 9) Scope of work summary = Seal all sides of each of the 25 lites of glass in discussed wall, seal the perimeter of Frame and the frame and at wood stops.
- 10) We cannot guarentee that this will remedy the water leaks in the opening due to the nature and age of the window.
- 11) All Materials, Labor, and Insurance for Complete Installation

Proposal Submitted by: Brian Skidmore brian@newglassanddoor.com

Proposal may be withdrawn if not accepted within 10 Days

Total Proposal Amount:

Four Thousand Six Hundred and Ninety Nine Dollars ————— { \$ 4,699 .00 }

Acceptance of Proposal and Payment Terms in full by Owner or Authorized Owner's Agent

Owner of Authorized Owner's Agent Signature: Suzanne Shipman

Acceptance Printed Name: Suzanne Shipman Date: 5/1/25

Terms : 1) 50% deposit invoiced and due upon acceptance. 50% balance due upon completion or phased progress payments. Unpaid Balance after 30 days, is subject to 20% apr interest applied monthly compounded on outstanding balance. If paid with Credit Card will be charged a 3% fee. 2) Commercial Glass quote is based on our interpretation of information supplied. It is the customer's responsibility to qualify quote. Commercial Glass is not responsible for providing materials different and/or over and above quantities quoted. Pricing subject to change for partial orders and/or potential increases from suppliers 10 days is submitted. Commercial Glass is not an Engineering or Design Firm, and we do not include any engineering or design in our proposal. Final Cleaning of Glass and Framing by others. 3) Inflation Policy in Effect: In the event of significant delay measuring & ordering materials for any reason or price increase by vendor of materials, equipment or energy occurring during the performance of the contract through no fault of Commercial Glass, the contract sum, time of completion or contractor requirements should be equitably adjusted by change order in accordance with the procedures of the Contract Documents. A Change in Price of an item of material, equipment, or energy will be added if the price of an item increases between the date of this Contract & the date of installation. All deposits are non-refundable.

Commercial Glass - 40030 Grand River Ave. Suite 20. Novi, MI 48375 - 248-479-2606

www.NewGlassandDoor.com

Commercial Glass

Superior

Dependable

Service

Proposal

Bid # 25-356

April 16, 2025

Proposal Submitted To:

Ecorse Public Library

4184 W Jefferson

Ecorse MI 48229

Project Name and Location

Replace bad Glass Unit

4184 W Jefferson

Ecorse MI 48229

Contact Information

Susie Shipman

313-389-2030

sshipman@ecorselib.mi.us

Provide and Install the Following Scope of Work:

- 1) Remove 1 broken insulated unit from wood framing on the side of the building
- 2) Clean out wood framed glass opening and surrounding area from debris created from removal
- 3) Replace broken insulated unit with 1" tempered insulated clear glass and reseal
- 4) All Materials, Labor, and Insurance for Complete Installation

Proposal Submitted by: Brian Skidmore brian@newglassanddoor.com

Proposal may be withdrawn if not accepted within 10 Days

Total Proposal Amount:

Nine Hundred Seventy and Three Dollars ——— { \$ 973 .00 }

Acceptance of Proposal and Payment Terms in full by Owner or Authorized Owner's Agent

Owner of Authorized Owner's Agent Signature: Suzanne Shipman

Acceptance Printed Name: Suzanne Shipman Date: 5/1/25

Terms : 1) 50% deposit invoiced and due upon acceptance. 50% balance due upon completion or phased progress payments. Unpaid Balance after 30 days, is subject to 20% apr interest applied monthly compounded on outstanding balance. If paid with Credit Card will be charged a 3% fee. 2) Commercial Glass quote is based on our interpretation of information supplied. It is the customer's responsibility to qualify quote. Commercial Glass is not responsible for providing materials different and/or over and above quantities quoted. Pricing subject to change for partial orders and/or potential increases from suppliers 10 days is submitted. Commercial Glass is not an Engineering or Design Firm, and we do not include any engineering or design in our proposal. Final Cleaning of Glass and Framing by others. 3) Inflation Policy in Effect: In the event of significant delay measuring & ordering materials for any reason or price increase by vendor of materials, equipment or energy occurring during the performance of the contract through no fault of Commercial Glass, the contract sum, time of completion or contractor requirements should be equitably adjusted by change order in accordance with the procedures of the Contract Documents. A Change in Price of an item of material, equipment, or energy will be added if the price of an item increases between the date of this Contract & the date of installation. All deposits are non-refundable.

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HADDIX ELECTRIC

5729 Allen Road • Allen Park, MI 48101
Office (313) 386 7288 • (Fax) 313 388 8537
Email: shaddix@haddixelectric.com
Website: haddixelectric.com

PROPOSAL/AGREEMENT

Date: 5-7-25

PERMITS ARE ADDITIONAL IF REQUESTED OR REQUIRED

Proposal #5739: Pg #1 of 2

Suppliers are noting on their quotes, prices are good for 24 hours only. Any increases or decreases on product cost will be passed along.

Suzanne Shipman-Director
Ecorse Library
4184 W. Jefferson
Ecorse, MI 48229

Thank you for the opportunity to provide a quote for "Concrete Encasement for Landscape Lighting Types C & D" for Ecorse Library.

We propose to provide (unless noted) to code, all material and labor for the following scope of work.

1. Dig (15) holes in landscaping area
2. Pour in concrete
3. Set (15) landscape lights in concrete, (9) Type E and (6) Type D. (see note #1 below)
4. Make all connections

COST FOR ABOVE SCOPE OF WORK: ONE THOUSAND FIVE HUNDRED DOLLARS AND NO/100 (\$1,500.00)

NOTE:

1. **Suggest installing lights in concrete as a precautionary measure to help prevent theft of lights. No guarantee that these will not be stolen, but it will make it harder.**

Authorized signature: *Steve Haddix*
Steve Haddix, President

Date: 5-7-25

Acceptance of proposal: The terms and conditions as listed on the reverse side of this Proposal/Agreement along with the above written scope of work and prices are hereby accepted and you are authorized to proceed with the work as written. Company policy requires this agreement be signed and returned using (US Mail, email at shaddix@haddixelectric.com or fax to 313 388 8537) Haddix Electric prior to starting work.

Signature: _____

Accepted Date: _____

Print Name: _____

I have reviewed the reverse side: Initials: _____