



## **Ecorse Public Library**

4189 W. Jefferson Ave., Ecorse, MI 48229

Phone: (313) 389-2030 Fax: (313) 389-2032 TTY/TTD: (313) 389-2030

### **Ecorse Public Library Agenda**

Ecorse Public Library Board of Trustees Regular Meeting

Monday, January 12, 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. Presentations:
  - a. Special Board Training: Clare Membiela, Library of Michigan Library Law Consultant
  - b. Draft FY 2026-2027 Budget: Celeste Moutos
5. Approval of minutes
  - a. November 17, 2025
  - b. Special Meeting November 24, 2025
  - c. Closed Session Meeting November 24, 2025
  - d. Special Meeting December 8, 2025
6. Presentations:
  - a. Special Board Training: Clare Membiela, Library of Michigan Library Law Consultant
  - b. Draft FY 2026-2027 Budget: Celeste Moutos
7. Financial Report
  - a. Action Item: Approve FY2025-2026 EPL original budget as approved by City Council
  - b. Action Item: Approve amended FY2025-2026 budget (Trial Balance of 11/30/25)
  - c. Action Item: Approve Bills 7/1/25-11/30/25 in Check Disbursement Report 11/30/2025
8. Public comment
9. Director's report
10. Old business
  - a. Revisit policy updates in March
11. New business
  - a. Action Item: Close EPL on Saturdays before Monday holidays when the City of Ecorse is closed on those Mondays.
12. Announcement or comments from Board Members
13. Adjournment

The next general meeting will be at 6:00 pm on Monday, February 9, 2026, at the Ecorse Public Library.

**Date:** 1-10-26

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

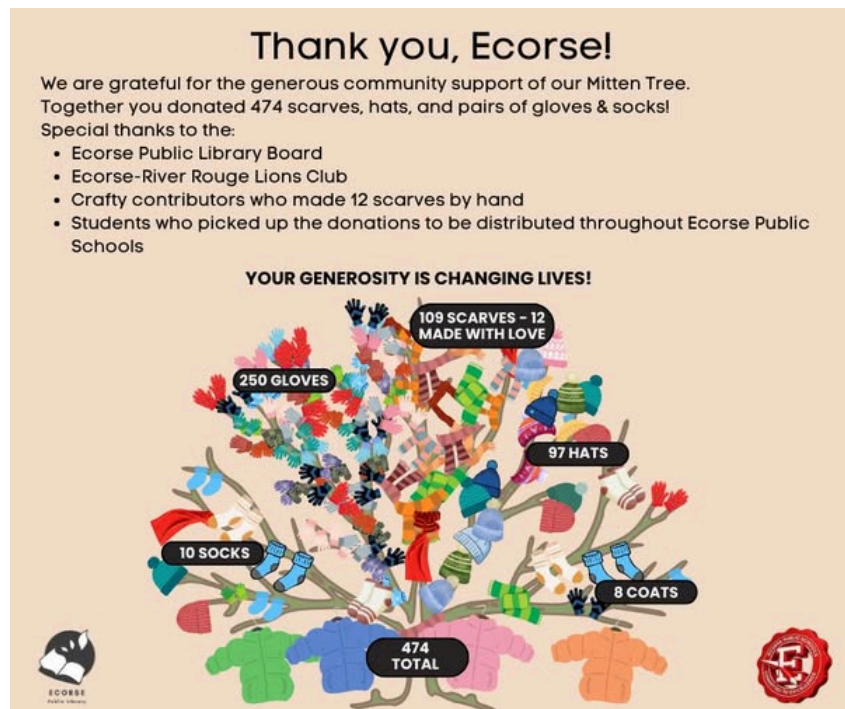
**From:** Celeste Moutos, Interim Library Director

**Re:** Director's Report for January 12, 2026, Board meeting

### **Programs and Outreach highlights:**

On November 19th, EPL held a Community Celebration to recognize the Library being awarded the State Librarian's Citation of Excellence and the event was a huge success. Sixty people attended, including the Library Board, members of the Ecorse-River Rouge Lions Clubs, and Wayne County Commissioner Cara Clements.

December 6th was National Mitten Tree Day. The Mitten Tree was massively successful, and we appreciate the Library Board's contribution and role in getting the word out. Ecorse High School students came to remove the items from the tree to bring back to EPS to be distributed to other students, and for helping, they got first pick of the hats, scarves, mittens, and gloves.



Celebrating Jane Austen's 250th anniversary was a lot of fun. Patrons of all ages attended two programs to have a tea party, color a teapot coloring sheet, and decorate a paper fan. Leftover supplies were shared with patrons after the events, and 40 people participated overall.

### **Administration:**

Staff have been partnering with City Clerk Kimberly Whitsett on questions about EPL Board members' terms of service and hope to have information for the Board soon.

Library staff evaluated library policies for consistency between online and print access. Five policies that were in the binder of printed copies behind the desk were not available online, but they are now.

According to the Michigan Local Records Management Manual and [EPL's Record Retention Policy](#), there are certain items which are supposed to be kept by governmental bodies, and some of them are supposed to be kept forever. As you know, there was a flood in the basement a few years ago and staff have been told that a lot of items had to be thrown out. Staff have been organizing existing records and are trying to find ones that appear to not be at EPL. We will be reaching out to and relying on Board members and the City to help us add records or information that we don't have. For example, we haven't been able to find a copy of the Board Bylaws and we would be grateful if someone could share their copies with us. We will update the Board later when we have more information.

Library staff are completing the annual application for State Aid. This information will be part of the required annual report to the Ecorse City Council in the next month or so.

### **Collections:**

EPL added VOX books to our collection. A VOX book is an audiobook built into a print book. They serve as helpful literacy tools and are a ton of fun! EPL's collection has books in both English and Spanish.

### **Facilities:**

Good news! Supplies for the new workstations and shelving in the back workroom arrived early. Unfortunately, the floor plan that was used in design did not include the closet, which changed how the shelving/workstations on both walls must be laid out. Interim Director Moutos is currently working with Library Design Associates, Inc., to come up with a new floor plan that accommodates the closet, ADA accessibility and fire codes. A big thanks goes to Drew for his assistance!

### **Finance :**

1. The Ecorse Public Library was formed under Michigan Public Act 164 Section 1.  
<https://legislature.mi.gov/Laws/MCL?objectName=MCL-ACT-164-OF-1877> This states that  
*397.205 Governing board; president; officers; powers and duties; library fund; expenditures; establishment and maintenance of public library and reading room.*  
*Sec. 5.*  
*The governing board has exclusive control of the expenditure of all money collected to the credit of the library fund, the construction of any library building, and the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose. All money received for the library shall be deposited in the treasury of the city to the credit of the library fund, shall be kept separate and apart from other money of the city, and drawn upon by the proper officers of the city upon the properly authenticated vouchers of the library board.*
2. From the Board minutes, it does not look like the Ecorse Public Library Board approved the Fiscal Year 2025-2026 budget. The City Council did approve it as it is in the Board packet, but since the Board has exclusive control, the Board needs to approve the budget. The budget has been amended. Both the original budget and the amended budgets are in the Board packet.
3. The Trial Balance Report for the Library for 10-31-25 and 11-30-25 are included in the Board

Packet. Tim Sadowski has 30 days from month end to reconcile and close the books. The 12-31-25 trial balance report will be shared with the Board as soon as it is received, and it will be included in the 2-9-25 Board packet.

4. A separate budget packet is included in the Board packet.

### **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):*

Some of those are Monday holidays, which gives City staff who do not work on Saturdays the ability to have a three-day weekend. 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. Some holidays are always on a Monday including:

- Martin Luther King Jr. Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Labor Day (1st Monday in September)

Other holidays move every year, like Independence Day, and the Christmas and New Year holidays, and may land on Monday. This way, EPL staff would be able to enjoy the same three-day weekend as the City staff who have a three-day weekend. EPL staff appreciate the Board's consideration of this request.

### **Staffing & Training:**

Celeste Moutos took on the role of Interim Library Director on 12-1-2025 and Kaila Graham took on the role of full-time Librarian/Clerk on 12-29-2025.

- Celeste & Kaila participated in TLN's Circulation CARL training. Celeste also completed the Reports training & Kaila is registering for it.
- Kaila will attend the Public Library Association bi-annual conference in Minneapolis in April.
- Celeste has been participating in New Director Workshop training through the Library of Michigan and has been attending various meetings for Directors online.
- Staff discussed safety and security training they have received, experiences they have had, and training they would like to have. All staff will be registered for "Homeless Training" available to TLN staff through Niche Academy online.
- Continuing Education is also available for library trustees for free at <https://www.michigan.gov/libraryofmichigan/libraries/ce>.
  - United for Libraries is the American Library Association (ALA) division supporting library trustees, friends, foundations, and advocates. Members of the Michigan library community are provided with membership courtesy of the Library of Michigan. To create your own account, visit the site and follow the path for "Statewide Access-Find Your State" to use the member resources. This project is made possible in part by the Institute of Museum and Library Services.