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CITY OF ECORSE

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ECORSE PUBLIC LIBRARY BOARD

Regular/Special Meeting Agenda

Date: November 24, 2025

Time: 2:30PM

Location: Ecorse City Hall, 2nd Floor Council Chambers

Meeting Held in Accordance with the Michigan Open Meetings Act

1. Call to Order

Roll Call

Kimberly Alexander	X
Drew Brooks	X
Pamela Holmes-Hill	X
Iris Morgan	X
Valerie Reddick	
Suzy Shipman - EPL	X
Celeste Moutos – EPL (exit 5:00pm)	X
Alicia Teamer-Peppers (exit @4:25Pm)	X

2. Approval of Agenda:

- a. Motion to approve: Holmes-Hill/Support: Alexander
- b. Yes: Alexander, Brooks, Holmes-Hill, Morgan
- c. No: None

3. Public Comment (Limited to 3 minutes per speaker) – None

4. Business Items (Open Session)

A. Acceptance of Employee Resignation

1. Action Needed: Motion to accept the resignation of Ashley Jones and direct BR to proceed with offboarding.

2. Motion to accept resignation from Ashley Jones: Alexander/Support: Holmes-Hill

3. Yes: Alexander, Brooks, Holmes-Hill, Morgan

4. No: None

B. Discussion & Approval of Pay Rates for Library Vacancies

1. Action Needed: Board discussion and motion to set or approve pay ranges for open positions.

a. Motion to approve pay ranges for open positions for: Brooks/Support: Holmes-Hill

i. Library Director at pay range of \$31.25 – \$40.87

ii. Librarian at pay range of \$24.04 - \$28.85

iii. Library clerk at pay range of \$16.00 - \$18.00

b. Yes: Alexander, Brooks, Holmes-Hill, Morgan

c. No: None

C. Approval of Job Postings and Job Descriptions:

1. Action needed: Approve updated job descriptions

a. Motion to approve: Alexander/Support: Morgan

b. Yes: Alexander, Brooks, Holmes-Hill, Morgan

c. No: None

2. Approve posting of all vacant library positions:

a. Motion to approve: Alexander/Support: Morgan

b. Yes: Alexander, Brooks, Holmes-Hill, Morgan

c. No: None

3. Approve recruitment timeline and process:

a. Motion to approve 30 day timeline for recruitment: Alexander/Support: Brooks

b. Yes: Alexander, Brooks, Holmes-Hill, Morgan

c. No: None

D. Discussion on Staffing Vacancies & Hiring Process

• Action Needed:

1. Determine how vacancies will be filled (internal, external, or both) – No action needed as this is covered by item 5.C.2

2. Establish expected timeline for recruitment – No action needed as this is covered by item 5.C.3

3. Approve authority for HR to begin the hiring process

- a. Motion to approve Human resources to begin hiring process:
Alexander/Support: Holmes-Hill
- b. Yes: Alexander, Brooks, Holmes-Hill, Morgan
- c. No: None

E. Appointment of an Interim Library Director

1. **Action Needed:** Motion to appoint Celeste Moutos as **Interim Library Director**, effective December 1, 2025, until a permanent hiring process is completed.
 - a. Motion to appoint Celeste Moutos to interim Director: Holmes-Hill/Support: Brooks
 - b. Yes: Alexander, Brooks, Holmes-Hill
 - c. No: None
 - d. Abstain: Morgan
2. Motion to pay interim Director salary of \$36.06 effective December 1, 2025 until Director position is filled.
 - a. Motion: Alexander/Support: Brooks
 - b. Yes: Alexander, Brooks, Holmes-Hill
 - c. No: None
 - d. Abstain: Morgan

F. Discussion on Length and Structure of the Director Search Process

- **Action Needed:** Board direction and motion to establish the expected duration and structure of the search. – No action needed as item covered by item 5.C.2

6. Closed Session Request (Employee Evaluation)

(Written Request Submitted)

- A. Motion to close regular session @ 4:29pm: Holmes-Hill/Support: Morgan
 - 1) Yes: Alexander, Brooks, Holmes-Hill, Morgan
 - 2) No: None
- B. Motion to enter Closed session @ 4:30pm Alexander/Support: Morgan
 - 1) Yes: Alexander, Brooks, Holmes-Hill, Morgan
 - 2) No: None

C. Conduct Performance Evaluation of Library Director (Closed Session)

For the purpose of reviewing the performance evaluation of **Library Director Suzanne Shipman**, pursuant to MCL 15.268(a), at the written request of the employee.

- D. Motion to exit to Closed Session @5:05pm: Holmes-Hill/Support: Brooks**
 1. **Yes: Alexander, Brooks, Holmes-Hill, Morgan**
 2. **No: None**
- E. Motion to enter Regular session @5:06pm: Alexander/Support: Morgan**
 1. **Yes: Alexander, Brooks, Holmes-Hill, Morgan**

2. No: None

7. Any Board Action Based on Closed Session Discussion - None

8. Board Member Comments - None

8. Public Comment - None

9. Adjournment: 5:10pm

A. Motion: Holmes-Hill/Support: Brooks

B. Yes: Alexander, Brooks, Holmes-Hill, Morgan

C. No: None

Completed by: Kimberly Alexander 11/28/2025