



Ecorse Public Library

4189 W. Jefferson Ave., Ecorse, MI 48229

Phone: (313) 389-2030

Fax: (313) 389-2032

Ecorse Public Library Agenda

Ecorse Public Library Board of Trustees Regular Meeting

Monday, July 13, 2026 @ 5:45pm

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. June 8, 2026 meeting
5. Financial Report
 - a. Trial Balance, if available
6. Public comment
7. Director's report
8. Old business
9. New business
 - a. Invoices for approval
 - b. Draft of updated Lost and Found Policy and Bulletin Board Policy
10. Announcement or comments from Board Members
11. Adjournment

There is no general meeting in August. The next general meeting will be at 5:45 pm on Monday, September 14, 2026, at the Ecorse Public Library.

Date: 7-3-26

To: Ecorse Public Library Board of Trustees

From: Kaila Graham, Director

Re: Director's Report for July 13, 2026 Board meeting

Programs and Outreach highlights:

Our Summer Reading Kickoff was a huge success with patrons and community members expressing excitement for the summer.

Our Juneteenth and Father's Day events were particularly successful, with our Juneteenth guitar concert, Father's Day themed storytime, and Father's Day crafts getting a lot of interest and great attendance.

Facilities & Technology:

The A/C unit in the meeting room has finished installation and is already bringing relief to patrons and staff alike.

We are working with DPW to have the thistles around the building removed. During the rainstorm last week, our power went out for some undetermined length of time, resulting in the sub-pump in the basement turning off and some flooding in the basement. This was minimal and staff and collaborating with DPW to find another solution.

Finance:

The City of Ecorse has hired a new City Administrator in Melissa Fairbairn. She has instituted weekly department head meetings to talk about upcoming projects and maintain an open line of communication. The Library was included in that and the Director has already added them to her calendar to ensure regular attendance.

The Library has completed several work projects, and there are invoices for these that have been included in New Business as attachments at the end of this report.

Shout-Outs:

Our Wednesday summer programming blocks have been very successful. The Brenda Hague School has been a great partner, and we've been so fortunate to work with great organizations to put on exciting programming for those students and for our patrons at large. Particular thanks to Huron-Clinton Metroparks, 4H with MSU, and Bunny Rabbit Roundup with more exciting partnerships to come.

Staffing & Training:

Director Graham attended the 2026 American Library Association (ALA) Conference in Chicago, making extremely valuable connections, identifying items to add to the collection, and learning important skills for staff to continue serving patrons to the best of our ability.

Director Graham also completed the mandatory New Director Pathway training from the Library of Michigan.

New Business:

- Invoices for approval
- Updated Lost and Found Policy and Bulletin Board Policy

Lost and Found Policy

I. Purpose.

The LibraryWe strives to provide a welcoming and secure environment for all our visitors and patrons. While unfortunate, we hope you'll have an enjoyable and productive visit, we understand that sometimes personal items can be misplaced or forgotten. The purpose of this Lost and Found Policy ("Policy") is to clarify the process and responsibilities surrounding lost and found items in the Ecorse Public Library ("Library").

II. Safeguarding belongings in the Library.

~~Keeping Your Belongings Safe at the Library~~

~~The LibraryWe strives to provide a welcoming and secure environment for all our visitors and patrons. While unfortunate, we hope you'll have an enjoyable and productive visit, we understand that sometimes personal items can be misplaced or forgotten.~~

~~If you've left something behind, don't worry! Our friendly staff is here to help. Any unclaimed items found in the Library will be placed in our designated lost and found area and staff will make appropriate , where we'll make every efforts to reunite them with their rightful owners.~~

Patrons are responsible for the safeguarding of their own items while in the Library. The Library is not responsible for items that are misplaced, lost or stolen in the Library. Patrons are also encouraged to review the *Security Camera Policy* and the *Patron Behavior Policy* for further guidance regarding lost and found, or stolen items.

III. Lost and found procedures.

The Library will maintain Lost and Found procedures developed by the Library Director. Except in special cases, lost and found items will be stored in the lost and found area for two (2) weeks. During this time, Library Staff will attempt to contact the owner if the item contains sufficient identifying information. To claim lost item(s), patrons must visit the circulation desk and provide an accurate description of the item and details regarding the date and time it was lost. Patrons are not permitted to look through the lost and found independently.

The Library bears no responsibility for lost and found items that are returned to the wrong person or a person who is later identified to not be the rightful owner.

- A. *Driver's Licenses, ID Cards, and other forms of identification.* Forms of personal identification that have an address on them will be mailed to that

- address. If a reliable address is not present and cannot be identified, then forms of identification will be turned over to the Ecorse Police Department.
- B. *Perishable Items.* To maintain a clean and healthy environment, food, drink, and over the counter medication will be safely discarded right away.
 - C. *Prescription Medication.* Prescription medication in a labeled bottle will be turned over to the Ecorse Police Department. Prescription medication in a non-labeled container or loose will be discarded.
 - D. *Reusable water bottles.* Reusable water bottles will be emptied and dried, and stored in the Lost and Found for two (2) weeks. If not claimed after two weeks, the item will be discarded.

~~Lost and Found Procedures~~

~~All found items will be stored in the lost and found for 2 weeks. During this time, our staff will attempt to contact the owner if the item contains sufficient identifying information. To claim a lost item, simply visit the circulation desk and provide an accurate description of the item, as well as when you believe it was left behind. This helps ensure we get your belongings back to you as quickly as possible.~~

~~Of course, the safety and well-being of our patrons is our top priority. That's why we handle any perishable items, such as food or medicine, a bit differently. To maintain a clean and healthy environment, food, drink, and over the counter medication will be safely discarded right away. Reuseable water bottlesbottles will be emptied and dried, and stored in the Lost and Found for two weeks. Prescription medication in a labeled bottlebottle will be turned in to the Ecorse Police Department.~~

~~While we do our best to keep the library a secure place, we ask that you remain vigilant about your personal belongings. The library is not responsible for unattendedunattended items that may be mistaken as lost. Your property is your responsibility while visiting our facilities.~~

~~Let's work together to make sure everyone leaves the library with all their belongings! If you have any other questions about our lost and found procedures, please don't hesitate to ask our staff. We're here to help make your library experience as smooth and stress-free as possible.¶~~

Reviewed by M.A. April 19, 20244/19/24 MA

Revised by the Board of Trustees [INSERT DATE HERE]

Bulletin Board and Display Policy

I. Purpose.

The purpose of this Bulletin Board and Display Policy ("Policy") is to clarify the purpose and use of the ~~The~~ Ecorse Public Library's ("Library") bulletin boards and display areas. The bulletin boards and display areas are intended primarily for promoting library services, events, and resources that further the Library's Mission. These spaces are not open for unlimited community access or postings.

II. Permitted postings.

Library staff are the only ones authorized to post materials on public bulletin boards and display areas. Permitted postings are limited to:

- Promotion of Library programs, services, and events
- Promotion of City events and initiatives
- Announcements and notices from the City government
- Information on events co-sponsored by the Library and other community organizations
- Educational and informational materials that reflect the Library's mission and values
- Public health advisories and announcements

III. Prohibited pPostings.-

The following types of postings are prohibited:

- Solicitation or advertising of any kind
- Job postings or employment opportunities
- Promotion of businesses, products, or services
- Materials outside the scope of the Library's mission
- Partisan or political material

IV. Handouts.

The Library may make space available for the sharing of handouts that are of a civic, cultural, educational, or recreational nature. The intent is to give access to as much community information as possible. To achieve this goal, most material is displayed for one month only. Advertisements for business, products, or services are prohibited. The Library may restrict or remove this space based on the needs of the Library and at the determination of the Library Director or their

designee.

V. Approval pProcess.

Material can be submitted to the library, if a community member believes the material supports the Library's missions and values. All materials intended for posting or sharing must be approved by the Library Director or their designee Assistant Director before being displayed. The decision of the Library Administration is final.

VI. Equitable aAccess.

The Library will make its bulletin board and display spaces available on an equitable basis in accordance with its mission and this policy. It does not discriminate based on the beliefs, affiliations, or backgrounds of individuals or groups. By limiting postings to Library-related and civic information aligned with its mission, the Library ensures its spaces are used appropriately while providing valuable community resources. Solicitation, advertising, and unrelated materials are prohibited to maintain an environment focused on education and intellectual enrichment.

VII. Petitioning or distribution of literature in the Library.

A. *In the Library:* It is the policy of the Library that petitioning, solicitation, or distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public are not allowed in libraries. Rare exceptions under unusual circumstances may only be made for specific City projects with the express approval of the Ecorse Public Library Board.

B. *On library grounds:* Groups or individuals who wish to petition, solicit, canvas, or distribute literature to the public on library parking lots, sidewalks, or other grounds surrounding the library building may do so if they do not impede access by the public to the building or interfere with use of the building, such as through excessive noise.

~~Reviewed by M.A. June 10, 2024~~ 6/10/24 MAH

~~Approved by the Board of Trustees June 10, 2024~~ EPLB-6/10/24

Revised by the Board of Trustees [INSERT DATE HERE]

Nile Construction LLC
2356 S Schaefer Hwy
Detroit, MI 48217 US
7346373087
nileconstructioncompany@gmail.com

Invoice



BILL TO

City of Ecorse Public Library

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2469	06/29/2026	\$3,950.00	07/29/2026	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Front meeting room north east corner:			
	Misc 12,000 BTU Mini split air conditioner with heat pump up to 750 sq ft. Run decated circuit.charge unit with freon. Complated 6-26-26	1	3,950.00	3,950.00

Ways to pay

BANK

SUBTOTAL	3,950.00
TAX	0.00
TOTAL	3,950.00
BALANCE DUE	\$3,950.00

[View and pay](#)



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213
Telephone: (734) 459-5000

INVOICE

Invoice No. 25-294-01

Date 07/01/26

Ecorse Public Library
Attn: Kaila Graham
kgraham@ecorselibrary.org

Ecorse Public Library
4184 West Jefferson
Ecorse MI 48229

▲ Sold To

▲ Ship To

Your Order No. P-41701		Date Shipped July	Terms Net 30	F.O.B. Del & Inst	Shipped Via Best way	
Item	Qty.	Catalog No.	Description		Unit Price	Total
1	1	LDA	(2) Single face sections of column strip shelving along the wall opposite the back door in the Staff Area.		2,363.00	2,363.00
2	1	LDA	(2) Single face sections of column strip shelving along the wall to the left of the storage door in the Staff Area.		2,366.00	2,366.00
Total Due:						\$4,729.00

Please make your check or ACH payment payable to **LIBRARY DESIGN ASSOCIATES, INC.**