

## **DEWITT DISTRICT LIBRARY (DDL)**

13101 Schavey Road, DeWitt, Michigan 48820

July 10, 2025, Proposed Meeting Minutes

A. The meeting was called to order by Byars at 5:03 pm.

Members Present: Wayne Summers, Brian Byars, Lysne Tait, April Kirchen, Matt Boeve, and Judy Heckathorn.

Also Present: Director Glenn Fischer and Assistant Director Deborah Blake

Members Absent: Paul Perpich

Members of the Public Present: Melissa DeMong-Shafer

B. Approval of Agenda: Motion to approve agenda with flexibility by Kirchen with a second by Tait. Passed unanimously.

C. Consent Agenda:

1. Approval of the June 12, 2025, minutes.
2. Correspondence – none
3. Treasurer's report for June & approval of vouchers

Motion to approve by Boeve with a second by Kirchen. Passed unanimously.

D. Public Comment – None

E. Reports

1. Director Fischer talked about his recent attendance at the ALA convention in Philadelphia. He also mentioned recent youth programs and farmer's market events. Youth Librarian Jozefa Rogocki will be leaving the library at the end of the month with Kelly Merrifield hired to take her place. Fischer invited Board members to join the library staff during the Ox Roast parade.
2. Friends of the Library – Melissa DeMong-Shafer reported the Friends have grown by two members, including one who has agreed to be secretary. The Friends are preparing to co-host the flower show at the library on July 12<sup>th</sup>.

F. Pending Business - None

G. New Business

1. Budget Cap for Hoopla – Director Fischer presented data on Hoopla usage and discussed with the Board options when the costs exceed the budgeted amount which is expected to occur later this budget year.
2. Per Diem for Conferences Policy – Motion by Boeve with a second by Heckathorn for library staff to receive a meal per diem for out-of-state conferences in lieu of reimbursement of actual costs based on the GSA rates. Motion passed unanimously.

3. HVAC – Motion by Kirchen with a second by Tait to approve up to \$14,500 for the replacement of the non-working HVAC system with the stipulation there be at least two bids. Motion passed unanimously.

H. Board Member Comments – Kirchen gave an update on planning for the Ox Roast. Heckathorn asked if there were any ethical issues with Board members participating in library reading programs.

I. Public Comment –None

J. Adjournment of Meeting – Motion by Byars to adjourn at 6:00

Next Meeting: September 11 at 5pm

Submitted by Wayne Summers, Secretary