

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

May 9, 2024 Meeting Minutes

- A. The meeting was called to order by President Byars at 5:05 pm.
Members Present: Wayne Summers, April Kirchen, Brian Byars, and Lysne Tait
Also Present: Director Glenn Fischer and Assistant Director Marta Litos
Members Absent: Paul Perpich, Tony Spagnuolo, and Matt Boeve.
Members of the Public Present: Aaron Stevens and Melissa DeMong-Shafer
- B. Approval of Agenda: Motion to approve proposed agenda with Annual Audit Engagement Letter moved to between items C and D by Kirchen with a second by Tait. Passed unanimously.
- C. Consent Agenda:
1. Approval of the April 11, 2024, minutes.
 2. Correspondence
 3. Treasurer's report & approval of vouchers
- Motion to approve by Tait with a second by Kirchen. Passed unanimously.
- I-3. Annual Audit Engagement Letter – The Board reviewed the proposal from Maner Costerisan presented by Aaron Stevens. Motion by Kirchen with a second by Tait to authorize Director Fischer to sign the engagement letter for the 2023-2024 audit for the amount of \$9,100. Passed unanimously.
- D. Public Comment – None
- E. Reports
1. Director Fischer reported staff attended the Chamber of Commerce Luncheon, PTA STEM night, MLA's Library Advocacy Day, and MLA Leadership Academy. The library hosted an in-service for youth librarians from the Trii-County area. A new Inter-generational story time was successfully launched. There was a sale of older technology which generated \$1,006. The youth area has been adjusted to allow for better security and lighting. Circulation and library usage continues to increase. Teens are making good use of the afterschool programs at the Woodruff Annex.
 2. Friends of the Library – On April 9th the Friends sponsored staff appreciation with a lunch, cards, and gift bags. The Friends also participated in the DeWitt Showcase where they added 6 new members.
- F. Budget Hearing – Motion to enter budget hearing by Tait with a second by Kirchen. Passed unanimously. Director Fischer answered Board questions about the proposed budget. Motion by Kirchen with a second by Tait to leave the hearing. Passed unanimously.

G. Annual Meeting Business

1. Approval of 2024-2025 budget – Motion by Tait with a second by Kirchen to approve the proposed budget. Passed unanimously.
2. Review of Staff Salaries – Motion by Kirchen with a second by Tait to approve 3% raises for all library staff for the 2024-2025 budget year. Passed unanimously.
3. Review of Bylaws, Policies, and Procedures – No changes are needed at this time.
4. Election of Officers – Motion by Tait with a second by Kirchen to approve the current slate of officers for an additional year. Passed unanimously.

H. Pending Business - None

I. New Business

1. Annual HSA Contribution – Motion by Kirchen with a second by Tait to approve a contribute \$2,000 for each family HSA plan and \$1,000 for each individual HSA plan for the health plan year. Passed unanimously.
2. Strategic Plan – Motion by Tait with a second by Kirchen to approve the proposed 5-year strategic plan for the library. Passed unanimously.
3. (moved to between items C and D)

J. Board Member Comments – Summers stated Director Fischer and he are scheduled to meet with the DeWitt Township supervisor later this month.

K. Public Comment –None

L. Adjournment of Regular Meeting – Motion by Byars to adjourn at 5:56

Submitted by Wayne Summers, Secretary