

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

November 13, 2025, Approved Meeting Minutes

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

Members Present: Wayne Summers, April Kirchen, Ann McCulloch, Brian Byars, and Matt Boeve.

Also Present: Director Glenn Fischer and Assistant Director Deborah Blake

Members Absent: Judy Heckathorn and one vacancy

Members of the Public Present: Tyler P. Baker

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

C. Consent Agenda:

1. Approval of the October 9, 2025, minutes.

2. Correspondence – None

3. Treasurer's report for October & approval of vouchers

Motion to approve with correction to October minutes by Kirchen with a second by Boeve.

Passed unanimously.

D. Public Comment – None

E. Reports

1. Audit Report – Tyler P. Baker of Maner-Costerisan reviewed the 2024-2025 audit report with the Board. The audit received an unmodified opinion, which is the highest category.

2. Director Fischer and Kelly Merrifield attended the MLA conference. With the bankruptcy of Baker & Taylor, the library has reached out to other book purchasing sources. The DDL will be participating in the Library of Michigan library sustainability program. The Mural on DeWitt Road has been erected. Additions of a bumper bed and information sign, along with a ribbon cutting will take place in the spring. Fischer has been in communication with the new DeWitt Township fire station about possible future partnerships. Fischer will be organizing a building committee composed of 2 board members and community stakeholders to begin the process of planning for a possible new building.

3. Friends of the Library – Melissa DeMong-Shafer presented a written report in her absence. Members of the friends met with the Delta Township Library friends to explore how their group is organized. Unread and Wrap wrapping is scheduled for December 4. Santa's visit will be on December 15.

F. Pending Business - None

G. New Business

1. 2026 Library Board Meeting Dates – Motion to approve the proposed dates by McCulloch with a second by Kirchen. Passed unanimously.
2. 2026 Library Closures – Motion to approved the proposed dates by Boeve with a second by McCulloch. Passed unanimously.
3. Operating Hours – The Board examined library usage data by day and hour. Possible action on operating hour changes was tabled to the December meeting.
4. Employee Handbook Policy – Motion to approve the addition of the vesting schedule and elimination of the need to communicate breaks with the library director by Boeve with a second by Kirchen. Passed unanimously.

H. Board Member Comments – McCulloch asked about how the library’s collection of food and toys was going. Kirchen commended the staff on the excellent audit report.

I. Public Comment –None

J. Adjournment of Meeting – Motion by Byars to adjourn at 6:17 pm

Next Meeting: December 11 at 5pm

Submitted by Wayne Summers, Secretary