

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

13101 Schavey Road, DeWitt, Michigan 48820

December 11, 2025, Approved Meeting Minutes

- A. The meeting was called to order by acting chair Boeve at 5:08 pm. President Byars arrived at 5:10 pm and took over the chair.

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

Also Present: Director Glenn Fischer and Assistant Director Deborah Blake

Members Absent: one vacancy

Members of the Public Present: Melissa DeMong-Shafer

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

- C. Consent Agenda:

1. Approval of the November 13, 2025, minutes.
2. Correspondence – DeWitt Township & Estate billing request
3. Treasurer's report for November & approval of vouchers

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

- D. Public Comment – none

- E. Reports

1. Director Fischer attended Conversations Worth Having training. The Battle of the Books has new artwork and teams are being formed. The food drive and Toys 4 Tots were successful. The library stats continue to improve over last year.
2. Friends of the Library – Melissa DeMong-Shafer said the Unwrap and Read wrapping was a big success with 240 books wrapped. Santa will be at the library this coming Monday, December 15, with the DeWitt High School choir entertaining and the library providing a craft. Their annual meeting will be held on December 29<sup>th</sup>. The Friends will be providing food for the staff meeting in January. The annual puzzle exchange will be on January 17<sup>th</sup>.

- F. Pending Business - None

- G. New Business

1. HVAC Replacement – Motion to approve the purchase and installation of 2 Bryant heating and cooling units (3 and 4 ton) from Force Mechanical (the lowest bidder) not to exceed \$24,000 by Boeve with a second by Kirchen. Passed unanimously.

- H. Board Member Comments – none

I. Public Comment –none

J. Adjournment of Meeting – Motion by Byars to adjourn at 5:42 pm

Next Meeting: January 8, 2026, at 5pm

Submitted by Wayne Summers, Secretary