

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

13101 Schavey Road, DeWitt, Michigan 48820

September 11, 2025, Approved Revised Meeting Minutes

- A. The meeting was called to order by Byars at 5:00 pm.  
Members Present: Wayne Summers, Brian Byars (left at 5:33; Boeve took over chair), April Kirchen, Matt Boeve, Ann McCulloch, and Judy Heckathorn.  
Also Present: Director Glenn Fischer and Assistant Director Deborah Blake  
Members Absent: One vacancy  
Members of the Public Present: Melissa DeMong-Shafer, Lena Boeve, and Holden Boeve
- B. Approval of Agenda: Motion to approve agenda with flexibility by Heckathorn with a second by McCulloch. Passed unanimously.
- C. Consent Agenda:
1. Approval of the July 10, 2025, minutes.
  2. Correspondence – DeWitt Township
  3. Treasurer’s report for July and August & approval of vouchers
- Motion to approve by Boeve with a second by Heckathorn. Passed unanimously.
- D. Public Comment – None
- E. Reports
1. Director Fischer said the summer reading program had been a big success. The new copier/scanner/fax has been a good upgrade. Preserve Our History Day will be Saturday, September 13. It was organized by Susan Bogner with the assistance of a grant. The AC was repaired at a lower-than-expected cost.
  2. Friends of the Library – Melissa DeMong-Shafer reported the Friends are beginning preparations for the used book sale on September 26-28. They plan to have new bags and bookmarks available during the event.
- F. Pending Business - None
- G. New Business
1. Woodlands Library Coop Contract – Motion by Boeve with a second by Kirchen to renew our contract with the Woodlands Library Coop for another year. Passed unanimously.
  2. MML Liability and Property Insurance – Motion by Boeve with a second by McCulloch to renew coverage. Passed unanimously.
  3. Operational Policy Proposals – Motion by Kirchen with a second by McCulloch to approve of the proposed changes to the Service Rates (reducing/eliminating fees), Library of Things Policy (eliminates fees & increases number of items that can be checked out), and Library Cards (allows for Internet renewals). Passed unanimously.

4. Website Redesign – Motion to approve up to \$17,000 for the redesign proposal from LibraryMarket by Boeve with a second by Heckathorn. Passed unanimously.
5. Laptop Purchase – Motion by Kirchen with a second by Heckathorn to purchase 8 new laptops for a total price not to exceed \$9,835. Passed unanimously.
6. Document Review Calendar – Fischer stated the library is in the process of reviewing all policies with any proposed changes to be presented at future meetings.

H. Board Member Comments – Kirchen said she had spoken with the city about filling the vacant board seat. The board welcomed Ann McCulloch, new Watertown representative, to the board.

I. Public Comment –None

J. Adjournment of Meeting – Motion by Boeve to adjourn at 5:45

Next Meeting: October 9 at 5pm

Submitted by Wayne Summers, Secretary