

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

13101 Schavey Road, DeWitt, Michigan 48820

January 8, 2026, Proposed Meeting Minutes

- A. The meeting was called to order by President Byars at 5:00 pm.  
Members Present: Wayne Summers, April Kirchen, Brian Byars, Ann McCulloch, Matt Boeve, 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
- B. Approval of Agenda: Motion to approve agenda with flexibility by McCulloch with a second by Heckathorn. Passed unanimously.
- C. Consent Agenda:
1. Approval of the December 11, 2025, minutes.
  2. Correspondence – Library of Michigan Director’s Death
  3. Treasurer’s report for December & approval of vouchers
- Motion to approve minutes by Boeve with a second by Kirchen. Passed unanimously.
- D. Public Comment – None
- E. Reports
1. Director Fischer reported the fence surrounding the trash dumpsters was damaged by the wind and repairs are underway. The new BambooHR software is now being used for payments and payroll.
  2. Friends of the Library – Melissa DeMong-Shafer reported the Friends had a successful Santa visit with over 100 attending on the 15<sup>th</sup>. They had their annual meeting and are planning for two organizational meetings later this month. The annual jigsaw puzzle exchange will take place on January 17<sup>th</sup> with drop offs beginning on the 11<sup>th</sup>.
- F. Pending Business - None
- G. New Business
1. Website Prototype – Director Fischer reviewed with the Board an early prototype of the new website which is expected to debut in March.
  2. Operational Hours Discussion – The Board discussed possible changes to Sunday hours, but decided to delay any possible changes until this fall.
- H. Board Member Comments – McCulloch asked about the HVAC installation and was told it went smoothly.
- I. Public Comment –None

J. Adjournment of Meeting – Motion by Byars to adjourn at 5:49

Next Meeting: February 12 at 5pm

Submitted by Wayne Summers, Secretary