

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

13101 Schavey Road, DeWitt, Michigan 48820

February 13, 2025, Proposed Meeting Minutes

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

Members Present: Wayne Summers, Brian Byars, Lysne Tait, April Kirchen, Judy Heckathorn, Paul Perpich, and Matt Boeve.

Also Present: Director Glenn Fischer and Assistant Director Marta Litos

Members Absent: None

Members of the Public Present: None

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

C. Consent Agenda:

1. Approval of the January 9, 2025, minutes.
2. Correspondence - None
3. Treasurer's report for January & approval of vouchers

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

D. Public Comment – None

E. Reports

1. Director Fischer reported on the increased usage of the New York Times and Hoopla. He gave an update on the DeWitt Township Planning Advisory Committee. On March 21 he will be presenting on brand identity at the Strong Communities Strong Libraries conference at the Library of Michigan.
2. Friends of the Library – Directory Fischer said the Friends earned \$417 from the Puzzle Exchange which included about 750 jigsaw puzzles.

F. Pending Business - None

G. New Business

1. ESTA Paid Sick Time Policy Changes – Motion by Summers with a second by Boeve to approve the changes to the Paid Sick Time policy as presented if ESTA is enacted. Passed unanimously.
2. Attendance Policy – Motion by Tait with a second by Kirchen to approve the Attendance and Absence policy as presented. Passed unanimously.
3. Annex Rental Contract – Motion by Boeve with a second by Tait to authorize Director Fischer to negotiate a contract not to exceed a monthly rent of \$2,350 increasing by not more than 3% annually for a duration of 5 years. Motion passed unanimously.

4. Library Renewal Policy – Motion by Kirchen with a second by Heckathorn to approve changes to the library renewal policy as presented to allow for online library card renewals. Passed unanimously.
5. Capital Improvement Fund – Motion by Boeve with a second by Kirchen to approve the establishment of a Capital Improvement Fund with an initial funding of \$500,000 for use according to Schedule 1. Passed unanimously.

H. Board Member Comments – None.

I. Public Comment –None

J. Adjournment of Meeting – Motion by Byars to adjourn at 5:51

Next Meeting: March 13 at 5pm

Submitted by Wayne Summers, Secretary