



**PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
September 9, 2024**

Meeting was called to order by K. Murray at 6:30 pm. Present were: S. Britt, S. Gloede, B. McKnight, K. Murray, M. Hummitzsch, M. Kaczkowski and A. Matzdorf. Absent were: P. Norlander. Also present: Library Director L. Jochman.

Public Comment and Correspondence

There was no public comment or correspondence.

Motion by B, McKnight, second by M. Hummitzsch to approve the minutes with revisions of the August 5, 2024 meeting. Motion passed unanimously.

Motion by B McKnight, second by S. Gloede to approve the financial report for August 2024. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on her monthly report. This included an update on the City's comp and class study, MonarchCatalog update, staffing, and more.

Old Business

The board discussed continued next steps for the library expansion project. President K. Murray updated the board on a meeting with City Administrator T. Blakeslee and Mayor D. Pohlman. They have been invited to a future board meeting to discuss questions about the project and how to move forward. The board also discussed the creation of an ad hoc committee.

The board discussed creating video templates highlighting library statistics and services. Ideas were brainstormed such as the outdoor lockers, patron stories, staff highlights, and more. Director L. Jochman will work on a marketing schedule.

Director L. Jochman presented the operating budget for 2025 and explained the increases in certain areas such as digital content. The board will watch trends for

digital use and re-evaluate in January 2025. Motion by S. Gloede, second by S. Britt to approve the 2025 budget as presented. Motion passed unanimously.

New Business

The board discussed ways to recognize staff when they go above and beyond. Motion by M. Hummitzsch to authorize K. Murray and L. Jochman to purchase up to \$150.00 in local gift cards from the unrestricted donation fund, second by M. Kaczkowski. Motion passed unanimously.

Director L. Jochman presented changes to the patron code of conduct. The board also discussed adding a sticker to the front door explaining the library's service animal policy. Motion by S. Gloede to approve the policy, second by S. Britt. Motion passed unanimously.

Motion by S. Britt to enter closed session to discuss 2025 staff salaries and for evaluation of the Library Director, second by M. Hummitzsch. Motion passed unanimously.

Motion by B. McKnight to enter open session, second by M. Kaczkowski. Motion passed unanimously.

Motion by M. Hummitzsch to approve the 2025 staff salaries, second by S. Britt. Motion passed unanimously.

Announcements

President K. Murray reminded the board of the upcoming community book read events. Director L. Jochman invited the board to visit the library booth at the upcoming Fallooza Festival on Saturday, September 14.

Motion by S. Britt, second by B. McKnight to adjourn. Motion passed. Meeting was adjourned at 7:55 pm.

Submitted by, Leslie Jochman
Library Board Secretary