



**PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
October 7, 2024**

Meeting was called to order by K. Murray at 6:30 pm. Present were: S. Britt, B. McKnight, K. Murray, M. Hummitzsch, M. Kaczkowski and A. Matzdorf. Absent were: P. Norlander and S. Gloede. 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 September 9, 2024 meeting. Motion passed unanimously.

Motion by B McKnight, second by M. Kaczkowski to approve the financial report for September 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, the new event calendar and meeting room reservation tool, and credit card processing.

**Unfinished Business**

The board discussed continued next steps for the library expansion project. As of the meeting, the state had still not announced the grant recipients. Board members discussed that knowing the status of the grant will determine how the project moves forward.

Director L. Jochman updated the board on the marketing planning documents put together. The Board discussed more ideas such as asking questions about reading choices, trivia, etc. Director L. Jochman encouraged the board to give her ideas as they thought of them.

Director L. Jochman updated the board that the next steps for the 2025 budget is Common Council approval which will take place in late October, early November.

President K. Murray updated the board on the gift cards purchased to recognize the staff that went above and beyond assisting with cleaning while the maintenance custodian was out and then on light duty.

#### New Business

Director L. Jochman presented changes to the Donation and Gifts Policy. There was discussion about coupons from businesses that include conditions such as purchasing an adult meal and getting a child meal free. There was consensus that those types of coupons are not a good faith reward for programs and the library would continue to not accept them. Motion by S. Britt to approve the policy as revised, second by A. Matzdorf. Motion passed unanimously.

Director L. Jochman presented a new Partnership and Sponsorship Policy to formalize how the library will promote programs and services in collaboration with non-profits and businesses. Motion by B. McKnight to approve the policy as written, second by M. Kaczkowski. Motion passed unanimously.

Motion by S. Britt, second by A. Matzdorf to adjourn. Motion passed. Meeting was adjourned at 7:28 pm.

Submitted by, Leslie Jochman  
Library Board Secretary