



**PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
November 4, 2024**

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

Public Comment and Correspondence

There was no public comment or correspondence.

Motion by B, McKnight, second by P. Norlander to approve the minutes with revisions of the October 7, 2024 meeting. Motion passed unanimously.

Motion by S. Britt, second by P. Norlander to approve the financial report for October 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, an update on the security gate and door counts, and a recap on this year's One Book, One Community Read events.

Unfinished Business

The board discussed continued next steps for the library expansion project. T. Blakeslee outlined ways to move forward with the planning phase of the project including forming an ad hoc committee. T. Blakeslee left the meeting.

Director L. Jochman updated the board on some new social media posts and reels. Moving forward, these will be reported in the monthly Director's report.

Director L. Jochman updated the board that the next steps for the 2025 budget is Common Council approval on Tuesday, November 12.

New Business

Director L. Jochman presented information on the rise in credit card service fees and some options if the board decides to no longer use credit card terminals. Motion by A. Matzdorf to cancel the credit card terminals, second by P. Norlander. Motion passed unanimously.

Director L. Jochman presented the closed dates for 2025. President K. Murray suggested that the library be closed on Saturday, July 5. Motion by M. Kaczkowski to approve the closed dates and include Saturday, July 5, second by P. Norlander. Motion passed unanimously.

Motion by S. Britt to enter closed session to discuss legal counsel concerning strategy with respect to litigation in which it is or is likely to become involved regarding an employment claim, second by S. Gloede. Motion passed unanimously.

Motion by S. Gloede to enter open session, second by S. Britt. Motion passed unanimously.

Motion by B. McKnight, second by S. Gloede to adjourn. Motion passed. Meeting was adjourned at 7:40 pm.

Submitted by, Leslie Jochman
Library Board Secretary