Ad Hoc Library Repair, Renovation, and Expansion Committee
<u>Official Minutes</u>
CITY OF PLYMOUTH, WISCONSIN
March 20, 2025 9:00 AM
Plymouth Public Library
130 Division St.
Plymouth, WI 53073

1. **Call to order and roll call:** Mayor Pohlman called the meeting to order at 9:00 AM. On call of the roll, the following were present: Don Pohlman, Mike Penkwitz, Matt Kaczkowski, Larry Siegert, and Susan Brown. Also present were: Leslie Jochman – Library Director, Tim Blakeslee – City Administrator, Jack Johnston – Assistant City Administrator, Anna Voigt – City Clerk and John Binder

2. **Introductions:** Everyone introduced themselves.

3. **Staff Summary of Planning to Date:** Library Director Jochman went over the space needs analysis that was done by FEH. Based off a calculation done by FEH for future growth in the City the library is lacking 8,000 sq. ft. The Immediate needs indicated in the study include ADA compliance improvements, better entrance design, exterior trim repairs, Children's pit safety enhancements, and sidewalk repairs at the front entrance. Mid-term needs include additional study rooms, creation of a multipurpose meeting room, and refurbishment or replacement of elevator. Long-term needs include development of makerspace/creative space and an outdoor programming area.

4. **Tour of the Library:** Library Director Jochman gave a tour to the committee showing some areas referenced in the space need analysis.

5. **Initial Feedback and Next Steps:** Mayor Pohlman and City Administrator Blakeslee went over some of the next steps. The committee will work towards providing a comprehensive plan to the Library Board by July 31, 2026 outlining recommended repairs, renovations and expansion needs. Following approval by the Library Board the report will forwarded to the Common Council for review. Interim recommendation may also be provided to expedite implementation of short-term priorities.

6. **Adjourn:** Motion was made by Brown/Penkwitz to adjourn the meeting. A unanimous aye vote was cast. Motion carried.