



Ad Hoc Library Repair, Renovation, and Expansion Committee

Official Minutes

CITY OF PLYMOUTH, WISCONSIN

June 5, 2025 11:30 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 11:30 AM. On the call of the roll, the following were present: Don Pohlman, Mike Penkwitz, Matt Kaczkowski, Larry Sieger, and Susan Brown. Also present were: Leslie Jochman – Library Director, Tim Blakeslee – City Administrator, Jack Johnson – Assistant City Administrator, and Anna Voigt – City Clerk.
- 2. Approval of Minutes from May 1, 2025:** Motion was made by Penkwitz/Brown to approve the minutes. A unanimous aye vote was cast. Motion carried.
- 3. New Business**
 - a. Review and Approval of RFP Draft:** Jochman went over the scope of the RFP. The goal of the project is to create a master plan for renovating the existing building within its current footprint. An addition is beyond the scope of what the library would like to do right now. However, they want to make sure that any changes that are done with this plan would not inhibit any sort of potential expansion. The RFP is requesting they look at the prior space needs study that was done last spring and not replicate any of that work. Motion was made by Siegert/Kaczkowski to approve and release the RFP. Upon the call of the roll, all voted aye. Motion carried.
 - b. Community Engagement:** The RFP will be put on the website and sent out to some people who are interested.
- 4. Old Business**
 - a. Potential Roadway Modifications:** Jochman stated that people usually cross the street where there is not a cross street. She introduced an idea to have a traffic bump with a crosswalk to the entrance of the library similar to the YMCA in Sheboygan. The committee talked about the different options including slow down signs, traffic bumps, flags for crossing and flashing lights. The committee decided to start looking at different communities and keep potential roadway modifications as part of the review process

b. Other Opportunities: Siegert asked if there were any more opportunities to purchase the Frontier building. Staff didn't heard anything.

5. Adjourn: Motion was made by Brown/Kaczkowski to adjourn the meeting. A unanimous aye vote was cast. Motion carried.