



PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
October 6, 2025

Meeting was called to order by K. Murray at 6:33 pm. Present were: K. Murray, B. McKnight, M. Kaczkowski, M. Hummitzsch, S. Britt, and K. Kraemer. Absent were: S. Gloede and A. Matzdorf. Also present: Library Director L. Jochman

There was no public comment or correspondence.

Motion by M. Hummitzsch, second by M. Kaczkowski to approve the minutes of the September 8, 2025 meeting with revisions. Motion passed unanimously.

Motion by S. Britt, second by B. McKnight to approve the financial report for September 2025 Expenses. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on the Director's monthly report. This included an update on end of year budget including building maintenance, book purchases with a change in vendor, and Fallooza.

Unfinished Business

Director L. Jochman updated the board on the next meeting of the ad hoc committee which will take place on October 17.

Director L. Jochman recapped the proposed budget for 2026. Motion by B. McKnight to recommend the budget as presented for 2026 to the Common Council, second by S. Britt. Motion passed unanimously.

Director L. Jochman updated the board the Finance Director Russo's recommendation for a line item for bereavement gifts to be deducted from. Motion by S. Britt to approve the bereavement gift policy with a budget of \$75.00 for such circumstances, second by K. Kraemer. Motion passed unanimously.

New Business

Director L. Jochman presented a position description for substitute library staff to be used when staff go on leave. Motion by S. Britt to approve the job description as presented, second by M. Hummitzsch. Motion passed unanimously.

Director L. Jochman presented an appendix to the Monarch System Agreement that requires libraries to give sufficient notice before planning large projects that require IT services or interface with the ILS. Motion by M. Hummitzsch to approve Appendix F, second by K. Kraemer. Motion passed unanimously.

Director L. Jochman presented the holiday closure dates for 2026. Motion by K. Kaczowski to approve the dates as presented, second by S. Britt. Motion passed unanimously.

Announcements

Director L. Jochman asked the board if they felt comfortable canceling the November meeting unless an emergency comes up. Motion by M. Hummitzsch to cancel the November meeting unless there is an emergency, second by K. Kraemer. Motion passed unanimously. The next meeting will be December 1, 2025.

Motion by S. Britt, second by M. Hummitzsch to adjourn. Motion passed. Meeting was adjourned at 7:01 pm.

Submitted by, Leslie Jochman
Library Board Secretary