



**PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
December 4, 2023**

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

There was no public comment.

Motion by S. Britt, second by B. McKnight to approve the minutes of the November 6, 2023 meeting. Motion passed unanimously.

Motion by B. McKnight, second by M. Kaczkowski to approve the financial report for November 2023. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on her monthly report. This included an update some facilities issues, the Library Aide position, the Community Read, and the Space Needs request.

Old Business

Director L. Jochman updated the Board on the regular meeting of the Library Foundation. The Foundation approved the funding for the Space Needs study. They also approved the formation of a committee to update the By-Laws and form an agreement on funding requests moving forward. S. Britt volunteered to be a member of the committee.

New Business

Director L. Jochman outlined updates to the Board of Trustees By-Laws to include wording to permit virtual attendance. The Board will vote to approve the revision at the next regular meeting.

Director L. Jochman presented the dates the library will be closed to observe holidays in 2024. Motion by M. Kaczowski to approve the dates, second by S. Britt. Motion passed unanimously.

Director L. Jochman presented a plan to move to automated phone calls for hold notices and overdue notices starting in January 2024. Motion by S. Britt to approve automated phone calls in 2024, second by M. Hummitzch. Motion passed unanimously.

Announcements

Director L. Jochman reminded everyone that due to the New Years Holiday the next meeting of the Board of Trustees will be January 8, 2024.

Motion by S. Britt, second by A. Matzdorf to adjourn. Motion passed. Meeting was adjourned at 7:21 pm.

Submitted by, Leslie Jochman
Library Board Secretary