



**PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
February 5, 2024**

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

There was a letter from the Parkview PTO about the Fun Fair Silent Auction.

Motion by B. McKnight, second by S. Britt to approve the minutes of the January 8, 2024 meeting. Motion passed unanimously.

Motion by P. Norlander, second by S. Britt to approve the financial report for Final Expenses in 2023 and January 2024. Motion passed unanimously.

S. Gloede joined the meeting.

Director L. Jochman reviewed some highlighted items on her monthly report. This included snow days and software upgrade information.

Old Business

Director L. Jochman and President K. Murray updated the Board on the meeting with the ad hoc committee of members from the Library Board and the Library Foundation. The small committee agreed to language for the new Foundation By-Laws and started work on a Memorandum of Understanding.

Director L. Jochman presented the 2023 Annual Report to the board. M. Hummitzsh pointed out a misspelling of her last name. Motion by S. Britt to approve the Annual Report with the updated spelling, second by M. Kaczkowski. Motion passed unanimously.

New Business

The board discussed three quotes received for the Space Needs Analysis. Discussion centered upon the firms' previous projects and experience as well as cost. Motion by B. McKnight to award the Space Needs Analysis Project to FEH Design, second by M. Hummitsch. Motion passed unanimously.

Announcements

M. Hummitsch will not be able to attend the March meeting due to a Forensics tournament.

Motion by S. Gloede, second by P. Norlander to adjourn. Motion passed. Meeting was adjourned at 7:15 pm.

Submitted by, Leslie Jochman
Library Board Secretary