



**PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
March 3, 2025**

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

There was no public comment or correspondence.

Motion by P. Norlander, second by A. Matzdorf to approve the minutes with revisions of the February 3, 2025 meeting. Motion passed unanimously.

Motion by B. McKnight, second by P. Norlander to approve the financial report for February 2025 Expenses. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on the Director's monthly report. This included information about the staff training day in February, rearranging shelving to market items, the new Monarch2Go App template, and new furniture.

#### Unfinished Business

The board discussed information that they want shared with the ad hoc Repair, Renovation, and Expansion committee when they meet on March 20. Updates will be shared with the public as the group meets.

#### New Business

The board discussed a formalized circulation policy. Wording for homebound library cards and restricting digital services for seasonal residents were discussed. Motion by S. Britt to approve the Circulation Policy with the changes discussed, second by S. Gloede. Motion passed unanimously.

The board discussed the revision of the meeting room policy to better align with the new online application system. This includes requiring applicants to fill out the application either online or in-person and removing language about how far in

advance the room can be booked. Motion by A. Matzdorf, second by M. Kaczkowski to approve the revised policy. Motion passed unanimously.

Motion by S. Britt to enter closed session to discuss updated 2025 staff salaries, second by S. Gloede. Motion passed unanimously.

Motion by S. Gloede to enter open session, second by S. Britt. Motion passed unanimously.

Motion by S. Gloede to approve the updated 2025 staff salaries, second by P. Norlander. Motion passed unanimously.

There were no announcements.

Motion by S. Gloede, second by B. McKnight to adjourn. Motion passed.  
Meeting was adjourned at 7:02 pm.

Submitted by, Leslie Jochman  
Library Board Secretary