

Sebewaing Township Library (STL) Board of Trustees Meeting Minutes

Wednesday, October 15, 2025

5:00 pm in Sebewaing Township Library Community Room

Approved with changes shown in ***bold italic*** font

1. Call to Order at 6 PM

2. Attendees:

- Board Roll Call - Present: Glenda Hallock President, Sue Eastman Vice President, Paula Nicholas Trustee, Brian Schwartz Trustee, Tim Heilig Trustee, Deb Reinhardt Secretary
- Non-voting - Present: Laura Nimtz Library Director
- Public: Lynda Graf, Janice Hahn, Kurt Bach, Harold Hahn, JoVal Deering

3. Approval of Agenda

- Motion by Paula Nicholas to approve agenda with changes. Discussion. Seconded by Sue Eastman. All in favor. Motion Passed.

4. Public Comment:

- a. **Property** - Kurt Bach - all ***three (3)*** ~~four (4)~~ buildings currently occupied by the Sebewaing Township Library belong to Sebewaing Township. Reference Bad Axe Court House 4603 page 90.
- b. JoVal Deering -Expressed appreciation of Library Director Laura Nimtz' Children's Programming

5. Approval of Minutes

- a. September 17, 2025 STL Board Meeting.
 - Motion to approve minutes with one correction by Deb Reinhardt. Discussion. Second by Tim Heilig. All in Favor. Motion Passed.
- b. September 24, 2025 Special STL Board Meeting.
 - Motion to approve minutes with one correction by Brian Schwartz Second by Paula Nicholas. All in favor. Motion Passed.

6. Approval of Bills September 2025 - October 14, 2025.

- Motion to approve by Deb Reinhardt. Discussion. Second by Sue Eastman. All in favor. Motion Passed.

7. Director's Report received and read aloud. Correction - change 'Riverside' to 'Rose Island'. **Historical Documents** - Mark Rummel agrees to get login to Newspapers.com to director, for free in-library search of scanned local newspapers per Laura Nimtz Library Director.

8. Unfinished Business

- a. **Employee Handbook - Update**
- b. **Board Bylaws - Update** - including TL Board of Trustees Bylaw Language Updates approved from previous meetings -

Wednesday, October 15, 2025

5:00 pm in Sebewaing Township Library Community Room

Approved with changes shown in ***bold italic*** font

-
1. February: Order of Business Public Comment after Approval of Agenda, Public and Board Comments prior to Adjournment.
 2. May: Change all wording related to who is responsible for Board meeting documents or communications change from "Library Director" to "Board President or their designee".
 3. July: Change wording related to Board Meeting agenda and meeting information packets available by mail or email prior to meeting.
 - Motion by Deb Reinhardt to move both document updates to a Special Meeting on Thursday October 23, 2025 at 5pm in the Library Community Room. Discussion. Seconded by Tim Heilig. All in favor Motion Passed.
- c. **Policy** - None presented for update.
- d.
- e. **Signage** on the front of the library to communicate library information and events. Moved from 7/23. Follow-up: Laura Nimitz Library Director
Motion to move to next regular meeting by Glenda Hallock. Discussion. Second by Deb Reinhardt. All in favor. Motion Passed.

9. Library Property / Building Committee

- A. Building Ownership Clarification from Laura Nimitz because the library comprises four separate buildings:
- i. Township owns the 2 buildings furthest north (closest to river) that now contain the Adult and Young Adult collections.
 - ii. The library owns the 2 buildings furthest south that now contain the Children's Area and Community Room / 2nd floor apartments.
- b. **Repairs**
- i. Two quotes for updating property electrical service shared by Laura Nimitz.
 - Motion by Glenda Hallock to move to the next regular meeting. Discussion. Second by Deb Reinhardt. All in favor. Motion Passed.
 - ii. Damage ~~Mold~~ behind wall paneling in Blue Room behind Adult Collection room and Children's Area walls (Laura Nimitz, Director)
 - Motion by Glenda Hallock for Laura Nimitz to contact insurer regarding quotes from professional cleaning companies for cleaning / repairing the damage / mold in Blue Room and Children's Area. Discussion. Second by Brian Schwartz. All in favor. Motion Passed.

Wednesday, October 15, 2025

5:00 pm in Sebewaing Township Library Community Room

Approved with changes shown in ***bold italic*** font

c. Electrical

- i. Safety (Laura Nimtz, Director) exposed wires Community Room building.
 - Motion by Paula Nicholas to have Laura Nimtz arrange for an electrician to repair or deaden live wires. Discussion. ***No second. Motion Failed. Motion by Paula Nicholas for Paula Nicholas to follow up with electrician.*** Discussion. Second by Brian Schwartz. All in favor. Motion Passed.
- ii. Electrical Plug Access Points - more needed for programming in Community Room (Laura Nimtz, Director) - overall upgrade for library included in quotes.
 - Motion by Glenda Hallock to move to the next regular meeting. Discussion. Seconded by Deb Reinhardt. All in favor. Motion Passed.

d. Exterior Paint

- i. 7/23 approved up to \$1,000 for painting the lower exterior of the library building, planters, and door or door trim. Follow-up: Property Committee Sue Eastman, Paula Nicholas Chair.
 - Motion by Sue Eastman for Library Property Committee to get quotes for library door replacement instead of painting them. Discussion. Second by Tim Heilig. All in favor. Motion Passed.

10. HR Committee

- a. **Job Description / Evaluation Library Director** update. Moved from 7/23; handout. - Board notified Self-evaluation received from Laura Nimtz on 9/17/2025 and will be used by the HR Committee as a resource for completing Laura's Probationary Evaluation.
- b. **Library employee compensation**; current budget for compensation \$60, 000. Moved from 8/19/2025 Special Meeting to clarify new hire pay.
 - Motion by Tim Heilig for STL to request a STL budget increase of \$60,000-\$100,000 at next Sebewaing Township Board meeting. Discussion. Second by Brian Schwartz. All in favor. Motion Passed.
- c. **Retirement Benefits** - Glenda Hallock clarifying with Township; moved from 8/19/2025 meeting.
 - Director retirement benefit at one (1) year from date of hire.

11. New Business

- a. **Library Board Education** 1.5 hour presentation from Kate Van Auken Director White Pine Library Cooperative. STL is part of the Cooperative. Moved up in agenda.

Wednesday, October 15, 2025

5:00 pm in Sebewaing Township Library Community Room

Approved with changes shown in ***bold italic*** font

b. **Computer / Technology Updates** - Bids shared by Laura Nimtz.

- Motion by Deb Reinhardt to accept Joletec bid up to \$10,000 (minus the \$599 amount quoted for a 75-inch smart TV) with completion anticipated by October 14, 2025. Discussion - Updates are mandatory due to loss of current software security support and programming needs. Second by Brian Schwartz. All in favor. Motion Passed.

c. **Staffing**

i. **Hours of Operation** – Laura Nimtz presented a request to update hours of operation. Moved from 8/19/2025 meeting.

- Monday Current 10-6pm (8hrs), Proposed 10pm-6pm (8hrs)
- Tuesday Current 10am-5pm (7hrs), Proposed 8-5pm (9hrs)
- Wednesday Current 10am-6pm (8hrs), Proposed 10am-7pm (9hrs)
- Friday Current 10am-5pm (7hrs) , Proposed 11pm-5pm (6hrs)
- Saturday Current 10am-1pm (3hrs), Proposed 8am-11pm (3hrs)
- Sunday, Thursday: Current CLOSED, Proposed - CLOSED

Total Hours of Operation for Current 33 hrs and Proposed 35 hours

- Motion by Deb Reinhardt to accept proposed hours of operation. Discussion. Second by Brian Schwartz. All in favor. Motion Passed.

ii. **Budget, Millage, Wage, Time Off Costs Clarification**

- Motion by Glenda Hallock for Glenda Hallock to take Millage information and for Laura Nimtz to send all other information to the HR Committee, who will bring a recommendation to the next board meeting. Discussion. Second by Brian Schwartz. All in favor. Motion Passed.

iii. **New Hires**

Laura Nimtz hired two (2) new library staff:

- Madison Urban hired for 5.5 hours / week; started Sept 13, 2025.
- Mary DePrekel hired for 15 hours / week; starts October 6, 2025.
- Motion by Sue Eastman to approve the two new hires. Discussion. Second by Tim Heilig. All in favor. Motion Passed.

d. **Friends of the Library** - Laura Nimtz reports initial steps being taken to create a Friends of the Library for STL.

12. **Public and Board Comments** - None

13. **Next regular board meetings:** November 12, January 28, and February 18

- Motion by Deb Reinhardt to add October 15, 2025 at 6 PM. Discussion. Library Director to post change. Second by Sue Eastman. All in favor. Motion Passed.

Sebewaing Township Library (STL) Board of Trustees Meeting Minutes

Wednesday, October 15, 2025

5:00 pm in Sebewaing Township Library Community Room

Approved with changes shown in ***bold italic*** font

14. **Adjournment** Motion by Paula Nicholas to adjourn at 8:35 PM. Second by Brian Schwartz. All in favor. Motion Passed.
-

Next board meeting:

Special Meeting on Thursday October 23, 2025 at 5pm in the Library Community Room for the Updating of Employee Handbook and Board Bylaws.

debR 9 17 2025 STL Board Meeting Minutes Approved