

Meeting Minutes Wednesday, October 15, 2025

Sebewaing Township Library (STL) Board of Trustees Meeting

6:00 pm in Sebewaing Township Library Community Room

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

1. **Call to Order** at 6pm
2. **Attendees:**
Board Roll Call - Paula Nicholas, Trustee Glenda Hallock, President Brian Schwartz, Trustee
Sue Eastman, Vice President Deb Reinhardt, Secretary Tim Heilig, Trustee
Staff: Laura Nimtze Interim Library Director
Public: Lynda Graf, Harold Hahn, JoVal Deering, Kurt Bach, Judy Gregory, Jance Hahn
3. **Approval of Agenda** – Discussion. Motion by Paula Nicholas to approve agenda with changes. Second by Sue Eastman. All in favor. Motion passed unanimously.
4. **Public Comment**
 - a. Kurt Bach Sebewaing Township Supervisor – research reveals current ~~four~~ ***three (3)*** buildings (***equaling 4 rooms***) that make up the Sebewaing Township Library / Community Room are all owned by the Township and intended for library use; reference Bad Axe Court House Liber Number ~~463~~ ***460*** page 90.
 - b. JoVal Deering – Appreciation of Laura Nimtze children’s programming.
5. **Approval of Meeting Minutes**
 - a. **September 17, 2025** - Motion to approve the minutes with correction page 3 “Motion by Paula Nicholas to have Laura Nimtze arrange for an electrician to repair or deaden wires. No second – Motion “FAILED”. Paula Nicholas contacted electrician.
 - b. **September 24, 2025** – Discussion. Motion by Brian Schwartz to approve minutes with correction add “not” to B’s Electric Bid “the labor was NOT included in the bid”. Motion seconded by Paula Nicholas. All in favor. Motion Passed.
6. **Approval of Bills** September – October 2025. Motion by Deb Reinhardt to approve bills. Motion seconded by Sue Eastman. All in favor. Motion Passed.
7. **Library Director’s Report** – prepared by Laura Nimtze Interim Director. Handout. Discussion.
 - a. Clarification:
 - i. “HEDC” = Huron Economic Development Commission
 - ii. Correction – “Riverside Originals” should be Rose Island Originals”.
 - iii. Mileage Reimbursement for staff who recently attended training at SVSU, Saginaw MI to be paid at IRS Mileage Reimbursement Rate not at \$0.43 rate used by Sebewaing Township.
 - b. **Fire Inspection** (unscheduled) of Sebewaing Township Library completed 10/15/2025 by Matt Bumhoffer, Village of Sebewaing Fire Marshall; results in 2 handouts 1) letter and 2) completed Fire Inspection Form. Discussion. Repair Due Date = within next 90 days. As of 3/21/2025 \$334, 000 available in STL account. Motion by Glenda Hallock to get three bids on emergency repairs indicated in Fire Inspection letter / form. Motion seconded by Deb Reinhardt. All in favor. Motion Passed.
8. **Unfinished Business**
 - a. **Employee Handbook - Update**
 - b. **Bylaw STL Board - Update**
 - i. Motion by Deb Reinhardt to move Employee Handbook and Board Bylaws updating to Special Meeting Thursday October 23, 2025 at 5pm in the Library Community Room. Motion seconded by Tim Heilig. All in favor. Motion Passed. Library Director Laura

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Nimtz agrees to create and post at least 18 hours in advance regarding the Special Meeting and its agenda.

9. Library Property Committee – (Paula Nicholas, Sue Eastman)

- a. **Repairs.** Motion by Glenda Hallock for Paula Nicholas, Sue Eastman, and/or Laura Nimtz to get bids to fix structural issue north basement wall by Friday 10/17/2025. Motion seconded by Brian Schwartz. All in favor. Motion Passed.
- b. **Electrical.** B's Electric plan to do electrical updates by November 10, 2025 per Laura Nimtz.
- c. **Internet speed** updated in October 2025 to 55/50 service per Tim Heilig.
- d. **Building Inspection plan** in process. Paula Nicholas speaking with Huron County Inspector Jeff Smith; cost \$250 for structure inspection.
- e. **Professional Cleaning** of library Children's Room and furnace room; focusing on soot, molds if present. Agreed to Kurt Bach's offer to check if township insurance covers library cleaning. Library Director in process of receiving bids from AB Edwards and ServPro, and mold testing by Great Lakes Environmental \$850.

10. HR Committee

- a. **Library Director 90-day Probationary Evaluation.** Discussion. Self-evaluation completed by Laura Nimtz within timeframe assigned. Read through completed with Exceeds, Meets, or Improvement Needed selected for each evaluation item. Motion by Deb Reinhardt to approve evaluation with selections as indicated. Motion seconded by Tim Heilig. All in favor. Motion Passed.

11. New Business

- a. **Hugo's Bid (doors)** MOVED FROM OLD (Unfinished) BUSINESS; in Director's Report handout. Motion by Glenda Hallock to table until further notice. Discussion. Motion seconded by Sue Eastman. All in favor. Motion Passed.
- b. **Millage Proposal** Paperwork to be completed by board by January 1, 2026. Motion by Glenda Hallock to move to next regular board meeting November 12, 2025. Discussion. Current township millage for STL = 0.8 mils and expires in 2032. Library Director Laura Nimtz suggests an increase request for 1.5 mils on next township ballot in May or August, and may put on ballot again in November if needed. Motion seconded by Sue Eastman. All in favor. Motion Passed.
- c. **Grant monies** - Received as information from Library Director Laura Nimtz
 - i. \$2,000 STEM grant received to be able to purchase STEM items per grant.
 - ii. \$3,000 HCCF grant received to be spent on Community Room per grant.

12. Public and Board Comments – none received.

13. Next Board Meetings

- **October 23, 2025** Thursday, Special Board Meeting.
Agenda: Updating: 1) Employee Handbook / Policies 2) Bylaws of the Board of Trustees
- **November 12** Wednesday at 5pm
- January 28, and February 18

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13 **Adjournment** - Motion by Paula Nicholas to adjourn at 8:03 pm. Motion seconded by Brian Schwartz.
All in favor. Motion Passed.