

MINUTES Sebewang Township Library (STL) Special Board Meeting
October 23, 2025 5pm in STL Community Room

1. Call to Order 5:12pm

2. Attendees:

Paula Nicholas, Trustee	Sue Eastman, Vice President	Tim Heilig, Trustee
Brian Schwartz, Trustee	Glenda Hallock, President	Deb Reinhardt, Sec.

Laura Nimtz, Library Director

Public: Lynda Graff, Alyssa Heilig

3. Agenda Approval: Motion by Paula Nicholas to approve agenda. Seconded by Tim Heilig. All in favor. Motion Passed.

4. Public Comment:

Lynda Graff - requests to copy genealogy documents donated to STL by her mother. Agree to add to the next board meeting's agenda.

5. Unfinished Business:

a. Update - STL Employee Handbook:

Motion by Tim Heilig to approve STL Employee Handbook with changes and changes to be shared with all STL employees by Laura Nimtz Library Director. Motion Seconded by Sue Eastman. All in favor. Motion Passed. Discussion.

b. Update - STL Bylaws Board of Trustees:

Motion by Deb Reinhardt to move Bylaw updating to November 12, 2025 STL Board Meeting. Discussion. Motion Seconded by Brian Schwartz. All in favor. Motion Passed.

6. New Business:

a. Update - POLICY Paid Time Off / Sick Time:

Motion by Glenda Hallock to approve updates to POLICY Paid Time Off / Sick Time.

Discussion. Full Time Employee (FTE) PTO frontload = 60 hours, Part Time Employee (PTE) PTO frontload = 40 hours.

Vote Role Call: Sue Eastman - Yes Brian Schwartz - Yes Tim Heilig - Yes
Glenda Hallock - Yes. All in favor. Motion Passed.

7. Adjournment at 7:52pm