

**Meeting Minutes: Sebewaing Township Library (STL) Board of Trustees Meeting
November 12, 2025 at 5pm STL Community Room**

1. Call to Order
2. Attendees
3. Approval of Agenda – Motion by Sue Eastman to approve. Discussion. Seconded by Paula Nicholas. All agree. Motion PASSED.
4. Public Comment:
 - a. Request by Lynda Graf to ADD to Agenda STL multiple Facebook Pages built by 1) Laura Nimtz Library Director, 2) Margo Bonini former director, 3) Angela Pike former director.
 - b. Chief Steve Repkie Village of Sebewaing Police shared his appreciation of the library's positive community impact and the leadership of Laura Nimtz. Chief Repkie offered to present education / classes for the community.
5. Approval of Minutes:
 - a. October 15, 2025 – Motion by Tim Heilig to approve with changes under 4. Public Comment a. Property - Kurt Bach – all “four” to be changed to “three (equaling 4 rooms)”, and Reference Bad Axe Court House “436” to be changed to “460”. Seconded by Brian Schwartz. All agree. Motion PASSED.
 - b. Special Meeting October 23, 2025 – Motion by Paula Nicholas to approve. Seconded by Sue Eastman. All agree. Motion PASSED.
6. Approval of Bills – October 2025-November 8, 2025 – Motion by Glenda Hallock to approve. Discussion. Seconded by Sue Eastman. All agree. Motion PASSED.
7. Director's Report - Laura Nimtz read report out loud.
8. Unfinished Business:
 - a. Bay Port State Bank STL Checking account – Bank forms completed/signed. Motion by Tim Heilig to update check signing from requiring multiple signatures to one signer – Glenda Hallock, Sue Eastman, Paula Nicholas. Seconded by Deb Reinhardt. All agreed. Motion PASSED.
 - b. Computer IT Update – New wireless scanners not working to scan current barcode labels on books etc. Can use scanners cabled to laptops. Laura Nimtz Library Director working with Joletec on possible solution.
 - c. Historical Microfilm reel number 54 dated 1991-1992 on loan to Sebewaing Historical Society and Newspapers.com login – both from Mark Rummel. In process. Laura Nimtz Library Director to receive in-library Newspapers.com free access login possibly this week.
 - d. Signage on the front of the library to communicate library information and events – In Process per Library Director.
 - e. Library door replacement – Discussion moved to property. In process. Laura Nimtz Library Director applied for American Library Association (ALA). Agreed – Glenda Hallock sharing information with Property Committee Sue Eastman will seek to have at least two (2) BIDs prior to next regular board meeting.
 - f. Fire Inspection 10/15/2025 – responses. In Process. Fire Inspector monitor progress and allowing extra time due to steps being completed toward meeting all goals in a timely manner. Request from Laura Nimtz Library Director to purchase smoke detectors and EXIT signage as urgent need. Motion by Paula Nicholas to approve Laura Nimtz Library

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Director purchase of smoke detectors and signs needed. Second by Brian Schwartz. All agree. Motion PASSED.

- g. Budget, Millage, Wage, Time Off Costs Clarification
 - i. Wage, Time Off Costs – clarified at 10/23/2025 Special Meeting.
 - ii. Audit STL from Neitzke Faupel accounting firm discussed. Noted that Sebewaing Township government office and Sebewaing Township Library must use same auditing firm/accountants.
 - iii. Millage – Request by Laura Nimtz Library Director for board to request Sebewaing Township to ask for 1.5 mil increase for STL (an additional 0.7 mils) to next election ballot. Motion by Sue Eastman to request Sebewaing Township to add 1.5 mil increase for STL to next election ballot. Discussion. Roll Call Vote: Brian Schwartz – Yes, Tim Heilig – Yes, Sue Eastman – Yes, Paula Nicholas – Yes, Deb Reinhardt – Yes, Glenda Hallock – Yes. Motion PASSED.
 - h. Library Survey of STL Service Area and Patrons
 - 1. Identify Community / Consumer Survey questions and possible online survey platforms. Moved from 9/17/2025, 7/23/2025. Follow up Brian Schwartz, Sue Eastman. Adding Tim Heilig to Survey team. Considering linking to STL online social media.
 - i. Policy (Updates from Director) – Moved to next regular board meeting by Glenda Hallock, President. All agree.
 - j. Board Bylaws Update – moved from October 15, 2025 –
 - i. Handout of current bylaws. Added proposed bylaw edits handout that included
 - ii. Updates approved at previous meetings (shown below) provided 7/23/2025.
 - 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 of their designee”.
 - 3. July: Change wording related to Board Meeting agenda and meeting information packets available by mail or email prior to meeting.
- Proposed bylaws read out loud. Motion by Sue Eastman to approve bylaws with updates as proposed. Seconded by Paula Nicholas. All agree. Motion PASSED.
- k. Long Term Goals for Sebewaing Township Library – moved from 8/2025, 10/2025, 9/2025, 11/2024. Moved to next board meeting by Glenda Hallock President. All agree.
9. Library Property / Building Committee –
 - a. Plumbing issues
 - i. Community Room bathroom hallway dripping from 2nd floor cast iron pipes 11/12/2025. K & K Plumbers contacted by Laura Nimtz Library Director.
 - ii. Basement pipe leak 11/4/2025. Repair plan in process.

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- b. Electrical repairs – safety issues fixed and many updates completed by B’s Electric. Plan for further updates in process.
 - c. Apartment Property Manager – Discussion. Agreed Glenda Hallock will clarify written agreements. Laura Nimtz shared Foster Swift lawyer speaking with Sebewaing Township lawyer and Property Manager Dale Bolzman called 11/12/2025 regarding a dog in apartments barking. Agreed Glenda Hallock will get copy of lease agreements.
- 10. HR Committee – No Report
- 11. New Business
 - a. Lynda Graf request to remove from STL collection and return to Lynda Graf documents donated by her mother. Motion by Tim Heilig to remove and return to Lynda Graf documents donated by her mother pertaining to family geneology (Buerker and Pedler families). Seconded by Sue Eastman. All agree. Motion PASSED.
 - b. Set next meeting dates for STL Board meeting. Agreed to add December 3, 2025 5pm and March 18, 2026 5pm
- 12. Next STL Board Meetings: December 3, 2025 5pm, January 28, 2026 5pm, February 18, 2026 5pm, March 18, 2026 5pm.
- 13. Next Regular Board Meeting: December 3, 2025.
- 14. Public Comment – None.
- 15. Adjournment – 715pm.