

Meeting Minutes Wednesday, December 3, 2025

Sebewaing Township Library (STL) Board of Trustees Meeting

5:00 pm in Sebewaing Township Library Community Room

1. **Call to Order** at 5:03pm by Sue Eastman VP.

2. **Attendees:**

Board Roll Call - Tim Heilig, Trustee Sue Eastman, Vice President Brian Schwartz, Trustee
 Paula Nicholas, Trustee Deb Reinhardt, Secretary

Library Director: Laura Nimitz

Excused: Glenda Hallock, President

Public: Noreen Tietz, Lynda Graf, Wayne Volz, Janice Hahn, Kurt Jurlow, Harold Hahn, J__

3. **Approval of Agenda December 3, 2025** – Add:

- 1) Sebewaing Township bill paying policy is that STL bills over the amount of \$1,500 will be paid by Sebewaing Township using the Library funds.
- 2) Board notified of Heather Sheppard resignation; last day November 28, 2025. The board expresses appreciation for Heather's years of service.
 - Motion by Paula Nicholas to approve Agenda with changes as shown above. Second by Tim Heilig. All in favor. Motion PASSED.

4. **Public Comment** – none

5. **Approval of Minutes** November 12, 2025 (handout and available on STL Website under "About Us" / "Board").

- Motion by Deb Reinhardt to approve. Second by Brian Schwartz. All in favor. Motion PASSED.

6. **Approval of Bills November - December 2025** (embedded in Library Director's Report handout).

- Motion by Deb Reinhardt to approve. Discussion. Second by Tim Heilig.

7. **Director's Report** (handout) – Discussion. Clarified:

- a. 1 leaking pipe in basement; plan for K&K to fix.
- b. Rusted cast iron pipe leaking in basement fixed by Zuma \$951.52.
- c. Joletec computer bill comes from library account that is kept by Sebewaing Township.
- d. Tables purchased – large 6-person folding; includes replacement of two (2) broken tables.
- e. New tables from Huron County Economic Corp. Placemaking GRANT delivered.
- f. Christmas Tree supplies for trees located inside STL.
- g. AED will be located in Community Room, pads expire 11/2026, 5-year battery replacement 8/2026; training discussed.
- h. Deposit includes refund from White Pine Library Cooperative and donations for programming including \$269 from community-wide Spirit of Christmas.
- i. New library staff – Katie Bolzman started December 1, 2025.
- j. STL is now a member of iChat Michigan; used for employee background checks.

8. **Unfinished Business:**

- a. ZUMA Contracting LLC "Project Summary – Four Building Renovation & Environmental Remediation" Caro, Michigan (phone 989-778-0128) (handout) from Jon Zuzga (formerly of Sebewaing) moved up in agenda. Summarizes renovation scope, environmental findings, structural repairs, modernization work plan, and estimated gross cost breakdown. Discussion.
 - o Move Property Renovation to January agenda.
- b. STL multiple Facebook pages built by 1) Laura Nimitz Library Director 2) Margo Bonini former director, 3) Angela Pike former director; to work toward removal of 2) and 3). Discussion of background URLs.
 - Removal in progress by Tim Heilig.
- c. Bay Port State Bank STL Checking account – update check signing from requiring multiple signatures to one signer, board member, treasurer instead of multiple signatures.
 - Motion by Deb Reinhardt to add STL Board Treasurer (Tim Heilig) to STL Checking account. Discussion. Seconded by Brian Schwartz. All in favor. Motion PASSED.
- d. Computer IT Update 1) Wireless Scanners. Discussion – no wireless scanner working with STL collection barcodes.

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- o Joletec is working to identify a solution.
- e. Historical Microfilm reel number 54 dated 1991-1992 on loan to Sebewaing Historical Society and Newspapers.com login – both from Mark Rummel. In-library Newspapers.com login.
 - i. Login for patron free access to Newspapers.com received and working in-library.
 - ii. Reel 54 is up on Newspapers.com site.
- o Library Director continues to work with Mark Rummel to get reel in library.
- f. Signage on the front of the library to communicate library information and events. Moved from 11/2025, 10/2025. Discussion.
 - o Moving to 1/2026 Board meeting.
- g. Library door replacement – Property Committee – at least two (2) door BIDs. Moved from Nov, Oct 2025. Discussion may be part of current building updating.
 - o Moved to January 2026 meeting.
- h. Fire Inspection 1/15/2025 – Laura Nimtz Library Director to purchase and place smoke detectors and EXIT signage. Discussion – detectors and signs purchased, placement plan in place by Library Director. Progress / plan approved by Fire Inspector.
- i. Millage – Request Sebewaing Township add 1.5 mil increase for STL (in addition to 0.7 mils to next election ballot. Discussion.
 - o Township Office notified.
- j. Library Survey of STL Service Area and Patrons – Identify Community / Consumer Survey questions and online survey platforms. Follow up- Brian Schwartz, Sue Eastman, Tim Heilig. Considering linking to STL online social media. Moved from 10/13/2025, 9/17/2025, 7/23/2025. Discussion.
 - o Agreed to move to STL Long-term Goals at January board meeting.
- k. Policy Updates every 2 years – Follow up: Laura Nimtz Library Director – Moved from 11/2025, 10/2025.
 - o Agree to move to January board meeting.
- l. Board Bylaws – ADD Treasurer Job Description. Follow up: Tim Heilig.
 - i. Job description (handout).
 - Motion by Sue Eastman for Deb Reinhardt Secretary to add handout language for STL Board of Trustees Treasurer job description (with changes as identified by the board) to STL Bylaws by January 2026 meeting. Discussion. Second by Brian Schwartz. All in favor. Motion PASSED.
 - ii. Board Treasurer Appointment
 - Motion by Paula Nicholas to make Tim Heilig STL Treasurer. Discussion. Second by Brian Schwartz. All in favor. Motion PASSED.
 - iii. STL Checking account
 - Motion by Deb Reinhardt to add STL Board Treasurer (currently Tim Heilig) to STL Checking account. Discussion. Second by Brian Schwartz. All in favor. Motion PASSED.
- m. Long Term Goals for Sebewaing Township Library – moved from 11/2025, 10/2025, 9/2025, 8/2025, 11/2024.
 - o Motion by Sue Eastman to move to move to January meeting and for each board member to bring at least two (2) long-term goals; Deb Reinhardt to bring a sample of township library long-term goal categories. Second by Brian Schwartz. All in favor. Motion PASSED.

9. Library Property / Building Committee –

- a. Plumbing issues
 - i. Community Room bathroom hallway dripping from 2nd floor cast iron pipes 11/12/2025. Fixed by K&K plumbing.
 - ii. Basement cast iron pipe leak 11/4/2025. K&K plumbing agrees to check on this week.

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- o Move to January meeting.
 - b. Electrical repairs update – completions and plans for fixing remaining items approved by Fire Inspector per Laura Nimtz Library Director.
 - c. Apartments / Apartment Property Manager and apartment lease agreements. MLA lawyer (Ann) and Township lawyer (Dillon) discussing.
 - o Move to January meeting.
- 10. **HR Committee** – Agreed: Card expressing appreciation of service being purchased by Paula Nicholas.
- 11. **New Business** – None currently.
- 12. **Next STL Board Meetings:** January 28, 2026 5pm, February 18, 2026 5pm, March 18, 2026 5pm.
 - o Agreed to add April 15, 2026 5pm, and to discuss identifying a monthly meeting schedule for at least the fiscal year 2025-2026 in January 2026 meeting.
- 13. **Next Regular Board Meeting:** January 28, 2026 at 5pm in STL Community Room.
- 14. **Public / Board Comment** –
 - a. Library Director / Board expresses appreciation to all who helped put together the new tables from Huron County Economic Development Corporation grant: Kurt, Harold, Adrian, Katie, Mary, and Tim.
 - b. Lynda Graf – old Facebook site URLs removal resource identified for Tim Heilig.
- 15. **Adjournment** – Motion to adjourn at 6:57pm by Sue Eastman. Seconded by Brian Schwartz. All in favor. Sue Eastman thanked everyone for their participation. Motion PASSED. Meeting adjourned.