

Sebewaing Township Library (STL) Board of Trustees Meeting Minutes – Wednesday, May 21, 2025

4:00 pm in Sebewaing Township Library Community Room

Approved July 23, 2025

1. Call to Order: 4:04pm

Attendees Board Members – roll call: Glenda Hallock, President Sue Eastman, Trustee
Paula Nicholas, Trustee Brian Schwartz, Trustee Deb Reinhardt, Secretary

Staff: Angela Pike, Library Director

Guests / Public: Judy Gregory Kurt Bach Janice Hahn Megan Tietz

2. Approval of Agenda for May 21, 2025

- a. Motion to approve – Glenda Hallock. No Discussion. Seconded – Paula Nicholas Vote: All approved. Motion Passed.

3. Public Comment:

- a. Megan Tietz – supports increasing the frequency of STL Board meetings a good idea
- b. Janice Hahn Sebewaing Township Clerk - request received by Township Clerk from a village resident to use the area between her apartment and the back of the library as a garden.
Motion to allow garden – Sue Eastman. Discussion. No second of motion; garden not approved.

4. Approval of Minutes February 26, 2025

- a. Motion to approve – Deb Reinhardt. Discussion; spacing edits identified. No second of motion.
- b. Motion to approve with the word spacing edits – Deb Reinhardt. Motion Seconded – Paula Nicholas. Vote – all agreed. Motion Passed.

5. Board Member Appointment of Officers

- a. Motion to identify officers – Glenda Hallock. Discussion. Volunteers identified - President Glenda Hallock, Vice President Sue Eastman, Secretary Deb Reinhardt. Motion seconded – Paula Nicholas.
Vote: All approve. Motion Passed.

6. Approval of Bills February 2025-May 2025

- a. Motion to approve bills as listed – Glenda Hallock. Discussion. Motion seconded – Paula Nicholas. Vote: All approve. Motion passed.

7. Director's Report

- a. Motion by Glenda Hallock to move to next board meeting as Unfinished Business - NEW Policy "Annual Leave" received from Angela Pike 5/21/2025 and policy being updated by law group (Foster, Swift...) "Computer Use and Internet". Discussion. Motion Seconded – Paula Nicholas.
Vote: All approve. Motion passed.

8. Unfinished Business

- a. Board member update for Bay Port State Bank STL Checking account. Discussion - Board member Paula Nicholas to be added on Bay Port State Bank STL Checking Account in place of former trustee Jeanette Bach.
Agreed Glenda Hallock, Paula Nicholas, Library Director to take copy of February 2025 Meeting Minutes to the bank and add Paula Nicholas to the account.
- b. Library Trustee Online Education Modules. Discussion. Short Take videos help Board members understand their role.
- c. Historical Documents
Microfilm reel number 54 dated 1991-1992 on loan to Sebewaing Historical Society.

Agreed library staff to contact Historical Society to clarify timeframe for returning reel to library and Newspapers.com FREE login for people logging in from the STL.

d. STL Board of Trustees Bylaw Language Updates

Confirmation that bylaw updates approved at previous STL Board of Trustee meetings completed.

Motion to change all wording related to who is responsible for Board meeting documents or communications change from "Library Director" to "Board President or their designee" – Deb Reinhardt. Discussion. Motion seconded – Brian Schwartz. Vote – all agree. Motion Passed.

e. Long Term Goals for Sebewaing Township Library

Identify Community / Consumer Survey questions not received. Library Director using Lyon Township Library as a template and will bring survey questions to next Board meeting.

Board members input from five (5) township citizens. Completed and discussed.

Motion by Deb Reinhardt for Library Director to identify by next board meeting a sign to be placed on the front of the library to communicate library information and events.

Discussion. Motion seconded by Paula Nicholas. Vote – all agreed. Motion Passed.

9. Library Property / Building Committee

a. Repairs – Quotes shared by Library Director for apartment 1.

Motion by Glenda Hallock to accept quote from Valley Carpet, Bay City MI for carpet in 2 bedrooms and living room, and vinyl flooring replacement in kitchen, bathroom, and laundry. Motion Seconded by Paula Nicholas. Vote – all agree. Motion Passed.

Motion by Glenda Hallock to accept quote from Kunding and Kroll, Sebewaing MI for new faucet, toilet, baseboard heat but not bathtub replacement. Motion Seconded by Brian Schwartz. Vote – all agreed. Motion Passed.

Motion by Glenda Hallock to accept quote from New Finish LLC to refinish the bathtub (white) and extensive repair around drain. Motion Seconded by Brian Schwartz. Vote – all agreed. Motion Passed.

10. Motion by Glenda Hallock to complete remaining agenda items prior to HR Committee. Discussion.

Motion Seconded by Sue Eastman. Vote – all agreed. Motion Passed.

11. New Business

a. Focus Group Idea from Sue Eastman moved from Feb. 26, 2025 meeting. Discussion. Agree falls under community survey and to move to next Board meeting.

b. STL Board of Trustees Frequency of Meeting Dates from Sue Eastman. Motion by Deb Reinhardt to increase frequency of board meetings and update in bylaws. Discussion. Motion by Sue Eastman for meeting every other month on Wednesdays at 5pm. Discussion.

New STL Board of Trustees meeting dates – add July 23, delete August 20, add September 17, keep November 12, add January 28, and keep February 18. Motion Seconded by Brian Schwartz. Vote – all agreed. Motion Passed.

12. HR Committee

a. Performance Evaluation Library Director. Motion by Deb Reinhardt for immediate termination of Angela Pike Library Director.

6pm Call for Closed Session by Angela Pike. Public / Guests left. Discussion.

6:46pm Open Meeting - Motion Seconded by Sue Eastman. Vote Role Call: Deb Reinhardt – yes, Sue Eastman – yes, Glenda Hallock – yes, Paula Nicholas – no, Brian Schwartz – yes. Motion Passed.

Adjourned at 7pm