

Sebewaing Township Library (STL) Board of Trustees Meeting

**Meeting Minutes Wednesday, July 23, 2025**

5:00 pm in Sebewaing Township Library Community Room

***UNapproved*** (v.7/24/2025)

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1. Call to Order at 5:01 pm

2. Attendees:

Board Roll Call -

Paula Nicholas, Trustee

Glenda Hallock, President

Brian Schwartz, Trustee

Sue Eastman, Vice President

Deb Reinhardt, Secretary

Staff: Laura Nimtz Interim Library Director

Public: Timothy Heilig, Kurt Bach, Judy Gregory, Wayne Volz, Jance Hahn

3. Approval of Agenda

- a. ADD 7/15/2025 Meeting Minutes approval – Glenda Hallock.
- b. ADD Sebewaing Light and Water bill Apartment 1 overdue – Glenda Hallock
- c. ADD Cops and Bobbers community event Saturday 8/9/2025 – Laura Nimtz
- d. ADD White Pine librarian education conference at SVSU 10/1/2025 – Laura Nimtz

4. Public Comment

- a. Suggestion to have a sign in sheet at meetings
- b. What direction the board plans for the library

5. Approval of Minutes

- a. May 21, 2025 – Motion to approve the minutes – Paula Nicholas. No discussion.  
Motion seconded – Brian Schwartz. All in favor.  
Motion Passed
- b. July 15, 2025 – Motion to approve the minutes – Paula Nicholas. No discussion.  
Motion seconded – Brian Schwartz. All in favor.  
Motion Passed.

6. Approval of Bills May-July 20, 2025

Motion to approve bills – Paula Nicholas. Discussion: “Split” indicates 2 divided between multiple accounts.

Motion seconded – Sue Eastman. All in favor.

Motion Passed.

7. Director’s Report

Prepared by Laura Nimtz Interim Director. Handout. Discussion.

Chrome books - 6 found in library and options for use being looked into.

New DVD’s will be kept in the cases on the shelf instead of in a drawer.

Huron county Community Foundation Grant deadline August 15.

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8. Unfinished Business

a. Policy

- i. "Annual Leave" received from Angela Pike 5/21/2025

Motion by Glenda Hallock to move policy review to the HR Committee to present at the next board meeting. Discussion. Motion seconded – Sue Eastman. All in favor.

Motion Passed

- ii. "Computer Use and Internet" being updated by a law group (Foster, Swift...) Motion to approve policy – Brian Schwartz. Discussion.

Motion seconded – Sue Eastman. All in favor.

Motion Passed

- b. Bay Port State Bank STL Checking account Board member Paula Nicholas added. Move to the HR Committee meeting. Need to add Laura Nimtze STL Director to account.

c. Historical Documents

- i. Historical Society to return Microfilm reel number 54 dated 1991-1992 and provide Newspapers.com FREE login for people logging in from inside the library. Motion to move to next regular board meeting – Deb Reinhardt. Discussion – Glenda will follow up with the Historical Society.

Motion seconded – Paula Nicholas. All in favor.

Motion Passed.

d. STL Board of Trustees Bylaw Language Updates

- i. February: Order of Business Public Comment after Approval of Agenda, Public and Board Comments prior to Adjournment.

- ii. May: Change all wording related to who is responsible for Board meeting documents or communications change from "Library Director" to "Board President or their designee"

Motion to move to next regular board meeting – Deb Reinhardt.

Discussion – handout showing proposed bylaw updates provided to be read prior to the next regular board meeting.

Motion seconded – Brian Schwartz. All in favor.

Motion Passed.

e. Long Term Goals for Sebewaing Township Library

- i. Identify Community / Consumer Survey questions.

Motion to identify survey questions and platforms by next meeting.

Discussion – Brian Schwartz and Sue Eastman to investigate. Survey Monkey may be a low-cost platform.

Motion seconded – Paula Nicholas. All in favor.

Motion Passed.

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- f. Signage on the front of the library to communicate library information and events.  
Laura Nimitz agrees to identify options at the next regular meeting.
- 9. Library Property / Building Committee
  - a. Repairs
    - i. Apartment 1: Updates completed as shown below as observed by Glenda Hallock.
      - 1. Valley Carpet, Bay City MI for carpet in 2 bedrooms and living room, and vinyl flooring replacement in kitchen, bathroom, and laundry.
    - ii. Kunder and Kroll, Sebewaing MI for new faucet, toilet, baseboard heat but not bathtub replacement.
    - iii. New Finish LLC to refinish the bathtub (white) and extensive repair around drain.
  - b. Miscellaneous
    - i. Light and Water Bill overdue from former tenant in Apartment 1  
Motion by Deb Reinhardt for **STL to pay the overdue bill in full** (expecting less than or equal to \$850).  
Discussion – Glenda Hallock will follow up. Motion seconded – Sue Eastman. All in favor.  
Motion Passed.
  - c. Exterior Paint
    - i. Motion to approve up to \$1,000 for painting the lower exterior of library building, planters, and door or door trim.  
Discussion – will need to seek bids if hire an outside contractor. Property Committee following up – Sue Eastman, Paula Nicholas Chairperson.  
Motion seconded – Brian Schwartz. All in favor.  
Motion Passed.
- 10. HR Committee
  - a. Library Director is Laura Nimitz
  - b. Job Description Library Director update.  
Handout provided. Move item to next HR Committee meeting – Glenda Hallock.  
All Agree.
  - c. Statement of Board's Appreciation of STL staff Dawn Stewart and Heather Shepherd requested by Sue Eastman. All agree.

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- d. Discussion related to increasing compensation for all staff. Current pay is \$13.50/hr for staff and \$12.50/hour for substitute.  
All Agree to move compensation clarification to the next HR Committee Meeting.

11. New Business

- a. Rummage Sale  
Discussion regarding sale of treasures discovered in library store rooms planned for Monday-Saturday 8/18-23.
  - Board agrees to participate in the sale setup in the Community Room on Thursday-Saturday 8/14-16.
- b. Library Director position (covered earlier in the meeting).
- c. Bylaws - add Board Meeting agenda and meeting information packets available by mail or email prior to meeting. Already moved to the next board meeting.
- d. Handouts provided to be read prior to the next regular board meeting.
- e. Saturday 8/9/2025 Sebewaing Cops and Bobbers youth fishing event– Laura Nimitz. Request for board approval to close library not approved.  
Approved staffing to allow for director participation as representative(s) of the library at the event.
- f. Wednesday 10/1/2025 White Pine librarian training conference at SVSU - Laura Nimitz.  
Motion to close STL on 10/1 and pay the \$30 per attendee – Deb Reinhardt.  
Discussion. Request for all library staff and substitute to attend.  
Motion seconded – Brian Schwartz. All in favor.  
Motion Passed. Reminder to publicly post changes in hours of operation.

12. Public and Board Comments - None.

13. Adjournment

Motion to adjourn at 7:01pm – Sue Eastman. No Discussion. Motion seconded – Paula Nicholas. All in favor.  
Motion Passed.

Next regular board meetings: September 17, November 12, January 28, and February 18

- Saturday 7/26/2025 HR Committee closed meeting regarding employee compensation.