

Sebewaing Township Library (STL) Board of Trustees - Special Meeting
Tuesday, August 19, 2025 5pm in the Sebewaing Township Library

1. **Call to Order 5:05 pm** by Glenda Hallock President

2. **Attendees:**

Board Member (roll call):

Sue Eastman VP, Glenda Hallock President, Paula Nicholas, Deb Reinhardt Secretary,
Brian Schwartz

Staff: Laura Nimtz Library Director

Guests/Public: None

3. **Public Comment:** None

4. **Approval of Agenda:** Motion to approve – Glenda Hallock. Discussion. Seconded –
Deb Reinhardt. All in Favor. Motion PASSED.

5. **New Business:**

1. **Hours of Operation** – Laura Nimtz presented a request by librarian Dawn Stewart for the library to host a new cookbook club Tuesdays at 1pm and Wednesdays 530-7pm. Motion to Approve staying open until 7pm on Wednesdays. Discussion. No second. Motion NOT passed.

Agreed to move **Hours of Operation to September 17, 2025 Meeting Agenda**

- Sunday, Thursday: Current CLOSED, Proposed - CLOSED
- Monday Current 10-6pm, Proposed 12pm-6pm
- Tuesday Current 10am-5pm, Proposed 8-5pm
- Wednesday Current 10am-6pm, Proposed 11am-7pm
- Friday Current 10am-5pm, Proposed 12pm-5pm
- Saturday Current 10am-1pm, Proposed 8am-12pm

Total Hours of Operation for Current and Proposed = 33 hours

2. Library Director Finance Class through Library of Michigan

Request by Laura Nimtz to apply for this free online course worth \$1,500.
Motion by Deb Reinhardt - to approve request for Laura Nimtz to apply
and complete the course. Discussion. Seconded by – Sue Eastman. All in
favor. Motion PASSED.

3. POLICY (new) Paid Time Off / Sick Time

Motion to by Paula Nicholas to - approve new policy "Paid Time Off / Sick
Time" and that

1. New policy supersedes all previous library policy and practices
impacted by Michigan's new Earned Sick Time Act (ESTA),
2. Library Director to give staff a copy of new policy to read and sign
3. Library Director to keep signed copy in employee's file.

Discussion. Seconded by – Brian Schwartz. All in favor.
Motion PASSED.

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4. Pay / Wages of Director and her staff

- i. Motion by Glenda Hallock to pay Director Laura Nimitz \$18 an hour starting August 10, 2025 pay period. Discussion. Seconded by – Brian Schwartz. All in favor. Motion PASSED.
- ii. Motion by Glenda Hallock to increase the pay for staff (full, part-time, substitute, but not youth program hire or volunteer) from \$13.50 to \$14.50 an hour starting August 10, 2025 pay period. Discussion. Seconded by Brian Schwartz. All in favor. Motion PASSED.
- iii. Motion by Glenda Hallock - to pay Heather Sheppherd and Dawn Stewart a separate BONUS check in the next pay period, of \$300, in appreciation of their dedicated efforts in maintaining library service May 21, 2025 until new Library Director start on July 21, 2025. Discussion. Seconded by – Sue Eastman. All in favor. Motion PASSED.

5. Lunch Period

Motion by Brian Schwartz to change required lunch period for employees from 1 hour unpaid to 30 minutes unpaid for employees working 5 or more hours in a row. Discussion. Seconded by - Sue Eastman. All in favor. Motion PASSED.

6. Retirement Benefits

Motion by Glenda Hallock to provide the same 7.5% of Gross Pay paid by Sebewaing Township to STL director and staff. Discussion - need more information. No second. Motion NOT passed. Agree to move to Sept. 17, 2025 meeting..

7. Payment Methods using Bay Port Bank STL Checking Account and Credit Card
Motion by Deb Reinhardt -

- i. to not have the director on STL checking account and
- ii. to have board president and vice president on the checking account, and
- iii. board president on credit card account Discussion, Seconded by - Brian Schwartz. All in favor. Motion PASSED.

8. Library Board Survey of STL Service Area and Patrons - Clarification of survey questions to use and how the survey will be presented to the public moved to the September 17, 2025 meeting agenda. Follow up: Sue Eastman, Brian Schwartz.

6. **Adjournment** - Motion by Glenda Hallock to adjourn meeting at 715pm. Discussion. Seconded by - Sue Eastman. All in favor. Motion PASSED.

Next Library Board meeting - Wednesday September 17, 2025 at 5pm in the library.