

Sebewaing Township Library (STL) Board of Trustees Meeting Minutes

Wednesday, September 17, 2025

5:00 pm in Sebewaing Township Library Community Room

Approved October 15, 2025 (with changes shown in bold italic font)

1. Call to Order at 5:02 PM

2. Attendees:

- Board Roll Call - Present: Glenda Hallock President, Sue Eastman Vice President, Paula Nicholas Trustee, Brian Schwartz Trustee, Tim Heilig Trustee, Deb Reinhardt Secretary
- Non-voting - Present: Laura Nimtz Library Director
- Public: Janice Hahn Township Clerk, Julie Epperson Village of Sebewaing President

3. Approval of Agenda

- Motion by Sue Eastman to:
 - i. Move up to follow approval of agenda Library Board Education 1 hour presentation 'Board of Trustees Roles and Responsibilities' from Kate Van Auken Director White Pine Library Cooperative.
 - ii. Move up Appointment of Trustee Tim Heilig to follow Public Comment. Second by Deb Reinhardt. All in favor. Motion Passed.

4. Library Board Education 1.5-hour presentation 'Board of Trustees Roles and Responsibilities' from Kate Van Auken Director White Pine Library Cooperative.

5. Public Comment - Clarified tie vote would lead to a second vote with President abstaining.

6. Appointment to Sebewaing Board of Trustees - Tim Heilig appointed by Glenda Hallock President.

- Motion to approve appointment by Sue Eastman. Discussion. Second by Brian Schwartz. All in favor. Motion Passed.

7. Approval of Minutes

- a. July 23, 2025 STL Board Meeting.
 - Motion to approve by Paula Nicholas. Discussion. Second by Brian Schwartz. All in Favor. Motion Passed.
- b. August 19, 2025 Special STL Board Meeting.
 - Motion by Glenda Hallock to make corrections to '7. Payment Methods using Bay Port State Bank ii. To have board President Glenda Hallock and Vice President Sue Eastman and Trustee Paula Nicholas on the STL Checking Account' in replacement of 'ii. To have board president and vice president on the checking account.' Second by Brian Schwartz. All in favor. Motion Passed.

8. Approval of Bills July 21-September 2025.

- Motion to approve by Deb Reinhardt. Discussion. Second by Tim Heilig. All in favor. Motion Passed.

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9. Director's Report received.

10. Unfinished Business

- a. **STL Bay Port State Bank Checking account** and **STL Credit Card** from correction to 8/19/2005 Special Meeting Minutes - as passed.

b. Historical Documents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 - moved from 7/23 board meeting.
- Follow-up: Laura Nimitz following up with Mark Rummel to clarify plan for returning reel to the library.
- ii. **Newsweekly Newspapers** discovered in storage in the library. Director Laura Nimitz reports all have been donated to the Sebewaing Historical Society.

c. STL Board of Trustees Bylaw Language Updates

Motion to move to next regular meeting by Glenda Hallock. Discussion. Second by Deb Reinhardt. All in favor. Motion Passed.

- i. Handout regarding Bylaw updates provided at 7/23 meeting to be read prior 9/17 board meeting. Updates approved from previous meetings -
1. February: Order of Business Public Comment after Approval of Agenda, Public and Board Comments prior to Adjournment **Policy** (2 updates from Director)
 - a. Paid Time Off Policy supersedes previous policies related to time off example Holiday Policy.
 - Motion by Deb Reinhardt to change policy to include part-time employee (PTE) is defined as working 1-16 hours per week and paid time off to be calculated by Library Director as 1 hour paid time off earned for every 30 hours worked. No Second. Motion Failed.
 - Motion by Tim Heilig for Library Director and Human Resources Committee to define full-time, part-time, and paid holidays. Discussion. Second by Sue Eastman. All in favor. Motion Passed.
 2. 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".
 3. July: Change wording related to Board Meeting agenda and meeting information packets available by mail or email prior to meeting.

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d. Long Term Goals for Sebewaing Township Library

Motion to move to next regular meeting by Glenda Hallock. Discussion. Second by Deb Reinhardt. All in favor. Motion Passed.

- i. Identify Community / Consumer Survey questions and possible online survey platforms. Moved from 8/19/2025 and 7/23/2025 meetings; handout. Follow-up: Brian Schwartz, Sue Eastman

e. Signage on the front of the library to communicate library information and events.

Moved from 7/23. Follow-up: Laura Nimtz Library Director

Motion to move to next regular meeting by Glenda Hallock. Discussion. Second by Deb Reinhardt. All in favor. Motion Passed.

11. Library Property / Building Committee

A. Building Ownership Clarification from Laura Nimtz because the library comprises four separate buildings:

- i. Township owns the 2 buildings furthest north (closest to river) that now contain the Adult and Young Adult collections.
- ii. The library owns the 2 buildings furthest south that now contain the Children's Area and Community Room / 2nd floor apartments.

b. Repairs

- i. Two quotes for updating property electrical service shared by Laura Nimtz.
 - Motion by Glenda Hallock to move to the next regular meeting. Discussion. Second by Deb Reinhardt. All in favor. Motion Passed.
- ii. Damage ~~Mold~~ behind wall paneling in Blue Room behind Adult Collection room and Children's Area walls (Laura Nimtz, Director)
 - Motion by Glenda Hallock for Laura Nimtz to contact insurer regarding quotes from professional cleaning companies for cleaning / repairing the damage / mold in Blue Room and Children's Area. Discussion. Second by Brian Schwartz. All in favor. Motion Passed.

c. Electrical

- i. Safety (Laura Nimtz, Director) exposed wires Community Room building.
 - Motion by Paula Nicholas to have Laura Nimtz arrange for an electrician to repair or deaden live wires. Discussion. ***No second. Motion Failed.*** ***Motion by Paula Nicholas for Paula Nicholas to follow up with electrician.*** Discussion. Second by Brian Schwartz. All in favor. Motion Passed.

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- ii. Electrical Plug Access Points - more needed for programming in Community Room (Laura Nimtz, Director) - overall upgrade for library included in quotes.
 - Motion by Glenda Hallock to move to the next regular meeting. Discussion. Seconded by Deb Reinhardt. All in favor. Motion Passed.

d. Exterior Paint

- i. 7/23 approved up to \$1,000 for painting the lower exterior of the library building, planters, and door or door trim. Follow-up: Property Committee Sue Eastman, Paula Nicholas Chair.
 - Motion by Sue Eastman for Library Property Committee to get quotes for library door replacement instead of painting them. Discussion. Second by Tim Heilig. All in favor. Motion Passed.

12. HR Committee

- a. **Job Description / Evaluation Library Director** update. Moved from 7/23; handout. - Board notified Self-evaluation received from Laura Nimtz on 9/17/2025 and will be used by the HR Committee as a resource for completing Laura's Probationary Evaluation.
- b. **Library employee compensation**; current budget for compensation \$60, 000. Moved from 8/19/2025 Special Meeting to clarify new hire pay.
 - Motion by Tim Heilig for STL to request a STL budget increase of \$60,000-\$100,000 at next Sebewaing Township Board meeting. Discussion. Second by Brian Schwartz. All in favor. Motion Passed.
- c. **Retirement Benefits** - Glenda Hallock clarifying with Township; moved from 8/19/2025 meeting.
 - Director retirement benefit at one (1) year from date of hire.

13. New Business

- a. **Library Board Education** 1.5 hour presentation from Kate Van Auken Director White Pine Library Cooperative. STL is part of the Cooperative. Moved up in agenda.
- b. **Computer / Technology Updates** - Bids shared by Laura Nimtz.
 - Motion by Deb Reinhardt to accept Joletec bid up to \$10,000 (minus the \$599 amount quoted for a 75-inch smart TV) with completion anticipated by October 14, 2025. Discussion - Updates are mandatory due to loss of current software security support and programming needs. Second by Brian Schwartz. All in favor. Motion Passed.

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c. Staffing

- i. **Hours of Operation** – Laura Nimtz presented a request to update hours of operation. Moved from 8/19/2025 meeting.

- Monday Current 10-6pm (8hrs), Proposed 10pm-6pm (8hrs)
- Tuesday Current 10am-5pm (7hrs), Proposed 8-5pm (9hrs)
- Wednesday Current 10am-6pm (8hrs), Proposed 10am-7pm (9hrs)
- Friday Current 10am-5pm (7hrs) , Proposed 11pm-5pm (6hrs)
- Saturday Current 10am-1pm (3hrs), Proposed 8am-11pm (3hrs)
- Sunday, Thursday: Current CLOSED, Proposed - CLOSED

Total Hours of Operation for Current 33 hrs and Proposed 35 hours

- Motion by Deb Reinhardt to accept proposed hours of operation.

Discussion. Second by Brian Schwartz. All in favor. Motion Passed.

ii. **Budget, Millage, Wage, Time Off Costs Clarification**

- Motion by Glenda Hallock for Glenda Hallock to take Millage information and for Laura Nimtz to send all other information to the HR Committee, who will bring a recommendation to the next board meeting. Discussion. Second by Brian Schwartz. All in favor. Motion Passed.

iii. **New Hires**

Laura Nimtz hired two (2) new library staff:

- Madison Urban hired for 5.5 hours / week; started Sept 13, 2025.
- Mary DePrekel hired for 15 hours / week; starts October 6, 2025.

- Motion by Sue Eastman to approve the two new hires. Discussion.

Second by Tim Heilig. All in favor. Motion Passed.

- d. **Friends of the Library** - Laura Nimtz reports initial steps being taken to create a Friends of the Library for STL.

14. Public and Board Comments - None

15. Next regular board meetings: November 12, January 28, and February 18

- Motion by Deb Reinhardt to add October 15, 2025 at 6 PM. Discussion. Library Director to post change. Second by Sue Eastman. All in favor. Motion Passed.

16. Adjournment Motion by Paula Nicholas to adjourn at 8:35 PM. Second by Brian Schwartz. All in favor. Motion Passed.

Next board meeting: Wednesday, October 15, 2025 at 6 PM in the Library Community Room.

debR 9 17 2025 STL Board Meeting Minutes Approved
