

Minutes of  
May 13, 2024  
Meeting

**MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES**

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**Monday May 13, 2024**

**In attendance:** Director Christina Keasler, Rachel Cocar, Terry Dunphy, Nikki Graff, Piper Grazulis, Nick Haws, Marcella Kitson, Tracey Lawton, and Kevin Marx.

**Absent:** Piper Grazulis, Connor Self

**Meeting Location:** TAD Room, Lower-Level Dixon Public Library

**CALL TO ORDER**

President Lawton called the meeting to order at 5:32pm.

**ROLL CALL**

**AUDIENCE PARTICIPATION**

**Citizens Present:** None

**Citizens' Comment:** None

**APPROVAL OF MINUTES:** Approval of minutes of the April 8, 2024, meeting will be tabled until the June meeting.

**COMMUNICATIONS** – None

**DIRECTOR'S REPORT** – Director Keasler presented her report as included in the packet.

**OFFICERS' REPORT AND COMMITTEE REPORTS** –

**Committee Reports:**

- ❖ **Finance and Budget:** Finance committee continues to address maturing CDs.
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** none
- ❖ **By-laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

**President's Report:** none

**FINANCIAL REPORTS**

- a. Nick Haws made a motion to approve the treasurer's report from April 2024 as presented. Nikki Graff seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion carried.

- b. Marcella Kitson made a motion to approve the Review of Bills for April 2024. Nick Haws seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion was carried.

- c. Nikki Graff made a motion to approve the Financial Statements from April 2024 as presented. Terry Dunphy seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion was carried.

**Unfinished Business:** Discussion of library's rental properties. Director Keasler gave an update on the sale of books within the rental property.

**New Business:** Create Board Officer Nomination Committee. Nikki Graff, Piper Grazulis, and Connor Self were named as the nominating committee for board officers.

May cont.

Review library Laptop Lending Policy. Laptops allow patrons to access the library's WiFi while in the library. Kevin Marx made a motion to approve the Laptop Lending Policy with the amendment that the pricing sheet be left off. Marcella Kitson seconded the motion. A voice vote was taken. There were seven aye votes and no nays. The motion was carried.

Discussion of large library donation. Director Keasler discussed possible ideas for use of the donation.

**Executive Session:** Rachel Cocar made a motion that the Regular Board of Trustees Meeting of Monday, May 13, 2024, meet in Executive Session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act. Nikki Graff seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion was carried.

**ANNOUNCEMENTS** – Next regular meeting: June 10, 2024.

**REMINDERS** – none

#### **ADJOURNMENT**

At 8:08pm, Terry Dunphy made a motion to adjourn the meeting. The motion was seconded by Nikki Graff. The meeting was adjourned at 8:09pm.

Respectfully submitted,

Rachel Cocar, secretary