

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

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**Special Meeting Monday February 3, 2025**

**In attendance:** Rachel Cocar, Terry Dunphy, Nikki Graff, Piper Grazulis, Nick Haws, Tracey Lawton, Kevin Marx, and Connor Self.

**Absent:** Marcella Kitson

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

**CALL TO ORDER**

President Marx called the meeting to order at 5:00pm.

**ROLL CALL**

**AUDIENCE PARTICIPATION**

**Citizens Present:** None

**Citizens' Comments:** None

**APPROVAL OF MINUTES:** Approval of minutes of the January 13, 2025 meeting.

Connor Self made a motion to approve the minutes from the January meeting as presented. Nick Haws seconded the motion. A voice vote was taken. There were 6 aye votes, 0 no votes, and 2 abstentions. The motion was carried.

The Personnel Committee was unable to meet as scheduled on January 27, 2025 due to not having a quorum.

**UNFINISHED BUSINESS**

- a. Update on discussion of staff benefit plan adjustments

There were minor differences between the "benefits" listed in the 2019 Library Employee Handbook and the City of Dixon's Handbook from 2023. After some changes were made by the director in late 2023, it was brought to the board's attention that some employees would lose paid days off as a result of the changes. Board president Marx suggested using the city's policy and communicate with staff as to what would work best.

- b. Discussion and possible approval of the use of Trustee Funds for historical map preservation

Piper Grazulis made the motion to spend up to \$1,225 from the Kullerstrand Book Sale Fund for restoration of the historical City of Dixon map. Tracey Lawton seconded the motion. A roll call vote was taken.

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

- c. Executive Session regarding the employment status of a specific staff member, and updates to the Interim Management Plan.

At 5:21pm, Nick Haws made a motion that the Special Board of Trustees Meeting of Monday, February 3, 2025, 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. Tracey Lawton seconded the motion. A roll call vote was taken.

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

At 5:45pm the board returned to open session.

Piper Grazulis made a motion to separate Director Keasler's employment. Nikki Graff seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

At 5:45pm Secretary Cocar left the meeting and President Marx continued with the minutes.

### **NEW BUSINESS**

- a. Authorization of renewal /roll over of CD #7650 on 2/13/25.

Terry Dunphy made a motion to roll over the expiring CD into a new 5 month instrument paying 4.169% at Sauk Valley Bank. Seconded by Connor Self.

Terry Dunphy: aye

Piper Grazulis: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx : aye

Connor Self: aye

The motion carried.

### **OTHER BUSINESS**

**ANNOUNCEMENTS** – Next Meeting: Monday February 10, 2025

**ADJOURNMENT**

At 5:55 pm Tracey Lawton made a motion to adjourn the meeting. Nick Haws seconded the motion. At 5:55 pm the meeting was adjourned.

Respectfully submitted,

Secretary Rachel Cocar

Minutes of  
Finance/Budget  
Meeting  
Feb 25, 2025

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

**Finance and Budget Committee - Tuesday February 25, 2025**

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**In attendance:** Trustees Nick Haws, Connor Self, and Kevin Marx. Staff members Jennifer Koch, Kathleen Schaefer.

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

**CALL TO ORDER**

President Marx called the meeting to order at 4pm.

**AUDIENCE PARTICIPATION**

**Citizens Present:** None

**Citizens' Comment:** None

**New Business:**

Details of the current Library revenues and expenses were reviewed, and a proposed FY 26 Budget was prepared for the Boards consideration.

After Staff departed the meeting, Kevin Marx briefed the members on the status of the Director Search.

The meeting was adjourned at 5pm.

Respectfully submitted,

Kevin Marx, secretary pro-tem