

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

**Monday April 14, 2025**

**In attendance:** Rachel Cocar, Terry Dunphy, Nikki Graff, Nick Haws, Marcella Kitson, Tracey Lawton, Kevin Marx, Connor Self, and Director Schaefer.

**Absent:** Piper Grazulis

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

**CALL TO ORDER**

President Marx called the meeting to order at 5:30pm.

**ROLL CALL**

**AUDIENCE PARTICIPATION**

**Citizens Present:** None

**Citizens' Comments:** None

**APPROVAL OF MINUTES:** Approval of minutes of the March 10, 2025 regular board meeting.

Nick Haws made a motion to approve the minutes from the March 10, 2025 regular meeting as presented. Nikki Graff seconded the motion. A voice vote was taken. There were 7 aye votes, 0 no votes, and 1 abstention. The motion was carried.

Nick Haws made a motion to approve the minutes of the March 29, 2025, Special Board Meeting minutes as presented. Tracey Lawton seconded the motion. A voice vote was taken. There were 7 aye votes, 0 no votes, and 1 abstention. The motion was carried.

**COMMUNICATIONS** – None

**BOARD PRESIDENT'S REPORT** – President Marx presented his report.

**DIRECTOR'S REPORT** – Director Schaefer reported that her first day on the job has gone well and that she is excited to make connections with city employees and the Dixon community.

**FINANCIAL REPORTS**

**Treasurer's Report March 2025**

Rachel Cocar made a motion to accept the Trust Fund Expenditures and Report for March 2025. Marcella Kitson seconded the motion. A roll call vote was taken:

Rachel Cocar: aye

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

#### Review of Bills March 2025

Connor Self made a motion to reallocate money from budget item line 5310 and moved to budget line item 5440 in the amount of \$1500. Terry Dunphy seconded the motion.

A roll call vote was taken:

Rachel Cocar: aye

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Marcella Kitson made a motion to accept the March 2025 Expenditures and Financial Report as amended. Nick Haws seconded the motion. A roll call vote was taken:

Rachel Cocar: aye

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

#### Approval of Financial Statements March 2025

Rachel Cocar made a motion to accept the Treasurer's Report, Review of Bills, and Financial Report for March 2025. Nikki Graff seconded the motion. A roll call vote was taken:

Rachel Cocar: aye

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

#### STANDING COMMITTEE REPORTS

- ❖ **Finance and Budget:** None
- ❖ **Building and Grounds:** None
- ❖ **Personnel and Salary:** None
- ❖ **By-laws, Policies, and Procedures:** None
- ❖ **Technology and Technology Resources:** None

#### REGULAR CALENDAR BUSINESS – None

#### UNFINISHED BUSINESS

- a. Interim Management Plan and transition to New Director – Board formally welcomed Director Schaefer. President Marx expressed his thanks to

Director Schaefer and Interim Director Mary McPherson for their leadership during the last 6 months.

**b. Staff Benefit Review and Adjustment**

Nick Haws assembled a proposal for a staff bonus. Nick Haws made a motion to provide a staff compensation bonus totaling \$9450 as detailed in the staff compensation worksheet. Marcella Kitson seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Connor Self made a motion to implement the 3% pay increase across all staff. Nick Haws seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

**c. Lower Level Remodeling Project – no new updates**

**NEW BUSINESS – None**

**OTHER BUSINESS – None**

**ANNOUNCEMENTS** – Next Meeting: Monday May 12, 2025

**ADJOURNMENT**

At 6:26pm Tracey Lawton made a motion to adjourn the meeting. Nick Haws seconded the motion. At 6:26pm the meeting was adjourned.