

MEETING MINUTES FOR THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, May 12, 2025

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

Absent: Rachel Cocar & 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:

Nick Haws made a motion to approve the minutes from the April 14, 2025 regular meeting as presented. Connor Self seconded the motion. A voice vote was taken. There were 7 aye votes, 0 no votes. The motion was carried.

Nick Haws made a motion to approve the minutes of the May 6, 2025 Special Board Meeting minutes as presented. Connor Self seconded the motion. A voice vote was taken. There were 7 aye votes, 0 no votes. The motion was carried.

COMMUNICATIONS – None

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

DIRECTOR'S REPORT – Director Schaefer highlighted parts of her written report. She pointed out that the Illinois State Library said that next year the funding for the library will not change. The Director made note of the overdue policy and expressed a desire to change specific parts of the policy. This may appear on next month's agenda.

FINANCIAL REPORTS

Treasurer's Report April 2025

Marcella Kitson made a motion to accept the Trust Fund Expenditures and Treasurer's Report for April 2025. Nikki Graff seconded the motion. A roll call vote was taken:

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 April 2025

Marcella Kitson made a motion to change CD #0909 at Sauk Valley Bank from a 4.170% CD to a seven month CD with a 4.07% interest rate. Nickki Graff seconded the motion. A roll call vote was taken:

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 change CD #2146 at Community State Bank from a 1.24% CD to nine month CD at 3.75% interest rate. Terry Dunphy seconded the motion. A roll call vote was taken:

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 and financial reports for April 2025

Tracey Lawton made a motion to accept the Treasurer's Report, Review of Bills, and Financial Report for April 2025. Nick Haws seconded the motion. A roll call vote was taken:

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.

Nick Haws made a motion to amend the budget for the fiscal year 2024-2025 by increasing the line item for "Miscellaneous Pay" by \$8,000; by increasing the line item for "Pension" by \$600; and by decreasing the line item for "Fulltime Salary" by \$8,600; all within the Library Budget. This will go into effect with approval at the May 2025 City Council Meeting. Terry Dunphy seconded the motion. A roll call vote was taken:

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.

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. Discussion of food pantry: Nick Haws made a motion to accept the Memorandum of understanding between United Way and Ogle County Health Department for a food center on the west side of the building. Terry Dunphy seconded the motion and a roll call vote was taken:

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

- b. Update on the lower level construction project. The Building and Grounds Committee met with Tom Houck of Willett Hofmann. There was discussion about a ramp allowing ADA access to the new area when done. Prices have increased about 20% since the original grant was applied for. The plans are being updated to show the new lay-out. Rough plans were presented with the

new ADA ramp that will be accessible via the youth department. An extension with the state will need to be filed. The Director's office will now become its own project as the staff lounge will need to be updated because of the ramp.

NEW BUSINESS – Nikki Graff and Connor Self agreed to be a part of the nominating committee for library officers. President Marx will check with the remaining member to see if they are willing to be on the committee again.

At 6:35pm, Nikki Graff made a motion that the regular Library Board Meeting of Monday, May 12, 2025, meet in Executive Session to consider pending or imminent litigation pursuant to Section 2(c)(11) of the Open Meetings Act. Marcella Kitson seconded the motion. A roll call vote was taken:

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.

At 6:56pm the Board returned to Open Session.

OTHER BUSINESS -- None

ANNOUNCEMENTS – Next Meeting: Monday, June 9, 2025

ADJOURNMENT

At 6:56pm Connor Self made a motion to adjourn the meeting. Marcella Kitson seconded the motion. At 6:56pm the meeting was adjourned.