

MEETING MINUTES FOR THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday June 9, 2025

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

Absent: Piper Grazulis

Meeting Location:

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 MAY 2025 MINUTES

Marcella Kitson made a motion to accept the minutes as amended to correct that the special meeting on May 6, 2025 was actually a committee meeting for the Building and Ground Committee. Connor Self seconded the motion. A voice vote was taken. There were 7 aye votes, 0 no votes, and one abstention. The motion was carried.

COMMUNICATION – None

BOARD PRESIDENT REPORT

President Marx reviewed the members who were up for renewal. Piper Grazulis has opted to not renew her term but Nick Haws and Nikki Graff both have decided to remain on the board. Former member Carol Linkowski has been nominated and agreed to rejoin the board to fill the vacant 3 year position.

New committee assignments will be completed by indicating interest on a form to be returned to President Marx.

DIRECTOR'S REPORT

Director Schaeffer updated the board on some items in her written report.

FINANCIAL REPORTS

Treasurer's Report for May 2025

Connor Self made a motion to approve the Treasurer's Report as presented. Nick Haws seconded the motion. A roll call vote was taken.

Rachel Cocar: aye

Terry Dunphy: aye

Nick Haws: aye

Nikki Graff: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Review of Bills for May 2025

Approval of Financial Statements for May 2025

Nick Haws made a motion to approve the Review of Bills and Financial Statements for May 2025. Terry Dunphy seconded the motion. A roll call vote was taken.

Rachel Cocar: aye

Terry Dunphy: aye

Nick Haws: aye

Nikki Graff: 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

- ❖ **By-laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

REGULAR CALENDAR BUSINESS

Election of Board Officers

The nominating committee presented the following slate of officers:

President: Kevin Marx

Vice President: Nick Haws

Treasurer: Marcella Kitson

Secretary: Nikki Graff

The committee will present ballots for a vote at the July 2025 meeting.

UNFINISHED BUSINESS

President Marx gave a few updates related to communication with the architect.

NEW BUSINESS

Review and possibly approve new overdue materials policy

Marcella Kitson made a motion to approve the new overdue materials policy as amended to accommodate for the overdue dates. 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.

Review, discuss, and possibly approve building maintenance contracts

President Marx discussed the challenges that the Library has had with its HVAC system over the past year. The Board then reviewed preventative maintenance proposals from two contractors and recommended that Helm Mechanical be retained for semiannual inspections and ongoing service needs.

Rachel Cocar: aye

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

OTHER BUSINESS –

ANNOUNCEMENTS – Next Meeting: Monday July 14, 2025

ADJOURNMENT - Tracey Lawton made a motion to adjourn the meeting. Nick Haws seconded the motion. At 6:30pm the meeting was adjourned.

Respectfully Submitted,

Rachel Cocar, Secretary