

**Dixon Public Library
Board of Trustees Regular Meeting
August 11th, 2025 at 5:30 p.m.
Meeting Minutes**

1) Call to Order

President Kevin Marx called the meeting to order at 5:30 p.m.

2) Attendance Roll Call

Present: Library Director Kathleen Schaefer, Library Trustees Rachel Cocar, Terry Dunphy, Nikki Graff, Nick Haws, Carol Linkowski, and Kevin Marx

Absent: Library Trustees Marcella Kitson, Tracey Lawton, and Connor Self

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

None

5) Approval of Minutes from July 14th, 2025

Nick Haws made a motion to approve the minutes from the July 14th, 2025 Dixon Public Library Board of Trustees meeting, seconded by Terry Dunphy. A roll call vote was taken.

Rachel Cocar: abstain

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

7) President's Report

President Kevin Marx stated that he would address items from his report as they come up during the meeting, and he also informed the board that an executive session would be needed later in the meeting.

8) Library Director's Report

In addition to the items in her written report, Director Schaefer gave updates on some issues with the air conditioning units and the options and proposals being presented by Helm. She also shared that the Mini Food Center had recently experienced multiple incidents of vandalism, and that the security camera footage may need to be sent to the police. She directed the board's attention to some of the resources available on the Dixon Public Library web page, as well as to the newly revised, online version of the Illinois Public Library Standards on the ILA website that she would be working through with the trustees over the next few months.

9) Treasurer's Report

Terry Dunphy made a motion to approve the Trust Fund Bills and Expenditures for July 2025, seconded by Nick Haws. A roll call vote was taken.

Rachel Cocar: aye
Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Carol Linkowski: aye
Kevin Marx: aye
The motion was carried.

10) Ratification of Library Invoices, Expenditures, and Financial Reports for July 2025

Following discussion, Rachel Cocar made a motion to ratify Library Invoices, Expenditures, and Financial Reports for July 2025, seconded by Nick Haws. A roll call vote was taken.

Rachel Cocar: aye
Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Carol Linkowski: aye
Kevin Marx: aye
The motion was carried.

11) Reports from Standing Committees

- i) Building & Grounds: none
- ii) Personnel & Salaries: none
- iii) By-laws, Policies & Procedures: President Marx noted that the "meeting notice and agenda compliance" business item that was tabled from July was being referred to this committee. A question also arose regarding the policies governing the review of executive session minutes.
- iv) Technology & Technology Resources: none
- v) Finance & Budget: none

12) Regular Calendar Business

None

13) Unfinished Business

- a) Update on Director's Office renovation plan-
The information for the lower level remodel has been sent to the USDA office, and the process seems to be moving along steadily. President Marx shared a suggestion from Mayor Hughes that he speak to the city staff to see what work could be done by them in order to cut costs on the Director's Office renovation.

14) New Business

a) Discuss and approve Kanopy streaming service plan-

Director Schaefer shared information about the Kanopy program which provides streaming video for library patrons. The library is currently using the Kanopy for Small Libraries plan, but she suggested a move to the pay-per-use plan instead. It was decided that a board vote was not necessary for this item.

b) Review draft procedures for staff use of panic alarms-

Director Schaefer shared that the September 2025 staff meeting would include information for the staff on the use of the panic alarms. Trustee Linkowski suggested that a visit from the police during a staff meeting might be helpful, both to help the staff be prepared when calling 911, and to help clarify when to use 911 and when to use a panic button.

15) Other Business

Director Schaefer mentioned that the library was featured in the new Dixon city newsletter.

16) Executive Session

Nick Haws made a motion that the regular meeting of the Dixon Public Library Board of Trustees on Monday, August 11, 2025, meet in executive session to consider pending or imminent litigation pursuant to Section 2(c)(11) of the Open Meetings Act, seconded by Rachel Cocar.

Rachel Cocar: aye

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

Pursuant to a roll call vote during Executive Session, the board returned to regular session at 6:39 p.m.

17) Adjournment

Rachel Cocar made a motion to adjourn the meeting, seconded by Nick Haws. The meeting adjourned at 6:41 p.m.

Respectfully submitted,

Nikki Graff