

**Dixon Public Library
Board of Trustees Regular Meeting
December 8, 2025 at 5:30 p.m.
Meeting Minutes**

1) Call to Order

President Kevin Marx called the meeting to order at 5:33 p.m.

2) Attendance Roll Call

Present: Library Director Kathleen Schaefer, Library Trustees Terry Dunphy, Nikki Graff, Nick Haws, Tracey Lawton, Carol Linkowski, Kevin Marx, and Connor Self.

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

None

5) Approval of Regular Meeting Minutes from November 10, 2025

Nick Haws made a motion to approve the minutes from the November 10, 2025 Dixon Public Library Board of Trustees meeting, seconded by Connor Self. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

6) Approval of Building and Grounds Committee Meeting Minutes from November 19, 2025

Nick Haws made a motion to approve the minutes from the November 19, 2025 Building and Grounds Committee Meeting, seconded by Tracey Lawton. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

7) Approval of Personnel Committee Meeting Minutes from December 1, 2025

Nick Haws made a motion to approve the minutes from the December 1, 2025 Personnel Committee Meeting, seconded by Tracey Lawton.

Terry Dunphy: aye
Nikki Graff: aye

Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

8) President's Report

President Marx stated there was nothing to add to his report outside of the business stated on the agenda.

9) Library Director's Report

Director Schaefer reviewed some of the items on her report, including circulation reports and library traffic. She shared that the staff has taken opioid antagonist training from the LCHD that fulfills requirements of a new law requiring public libraries to have approved opioid antagonists on hand. She then reviewed the final three sections of the Illinois Public Library Standards and included a summary of where the library currently stands and goals for FY2027.

10) Treasurer's Report

Carol Linkowski made a motion to approve the Trust Fund Bills and Expenditures for November 2025, including renewing maturing CD #0909 at Sauk Valley Bank for 9 months at 3.75%, seconded by Nick Haws. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

11) Ratification of Library Invoices, Expenditures, and Financial Reports for November 2025

Tracey Lawton made a motion to ratify Library Invoices, Expenditures, and Financial Reports for November 2025, seconded by Nick Haws. A roll call vote was taken.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

12) Reports from Standing Committees

- i) Building & Grounds: none
- ii) Personnel & Salaries: Review and discuss recommendations for upcoming staffing changes and payroll budget needs for FY2027.

Director Schaefer shared information that she had previously presented to the

committee regarding upcoming changes in some staff job descriptions, as well as the desire to bring salaries in closer alignment with pay grades set by the City of Dixon. Following much discussion, President Marx requested that the Personnel & Salaries Committee meet with the Director again to refine the proposal for salary increases and present to the board at the next meeting.

- iii) By-laws, Policies & Procedures: none.
- iv) Technology & Technology Resources: none
- v) Finance & Budget: none

13) Regular Calendar Business

None

14) Unfinished Business

- a) Review and approve asbestos abatement contract from Sterling Environmental for renovation work on Multi-Purpose Room- Action Item.
After the board reviewed the updated contract, Connor Self made a motion to approve the asbestos abatement contract from Sterling Environmental for \$24,995.00, seconded by Nick Haws.

Terry Dunphy: aye
Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried.

- b) Discussion on closed session minutes approval procedures-
A document entitled "DPL Closed Session Minutes Recording, Approval, and Retention Guidelines" was shared with the board, and it was agreed that the document provides guidance on the procedures and documentation required for Closed Sessions. In addition, there was consensus among members that Closed Session minutes will be reviewed every 6 months beginning in January 2026 to determine if the need for them to remain closed still exists.

15) New Business

None.

16) Other Business

None.

17) Adjournment

Tracey Lawton made a motion to adjourn the meeting, seconded by Connor Self. The meeting adjourned at 6:51 p.m.

Respectfully submitted,

Nikki Graff