

**Dixon Public Library
Board of Trustees Regular Meeting
January 12, 2026 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 Nikki Graff, Nick Haws, Marcella Kitson, 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 December 8, 2025

Marcella Kitson made a motion to approve the minutes from the December 8, 2025 Dixon Public Library Board of Trustees meeting, seconded by Nick Haws. A roll call vote was taken.

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

6) Approval of Personnel Committee Meeting Minutes from January 6, 2026

Nick Haws made a motion to approve the minutes from the January 6, 2026 Personnel Committee Meeting, seconded by Tracey Lawton. A roll call vote was taken.

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

7) President's Report

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

8) Library Director's Report

Director Schaefer reviewed some of the items on her report, sharing that circulation and traffic numbers in December were higher than the previous month. Also, there is a new clerk who is working both circulation desks, and she is working out well so far.

9) Treasurer's Report

Director Schaefer asked the board about the possibility of using funds from the library trust earmarked for the youth department in order to freshen up the youth area while the TAD room is inaccessible due to the remodeling project. In addition, a trustee made a suggestion that the board spend some time soon evaluating the money in the trust funds and considering how the funds are being used. The board asked the director to gather details for new youth department purchases for presentation at the next meeting.

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

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

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

Director Schaefer shared that the Maintenance Supplies budget line would probably be over budget by next month, so that and any other lines that may run over before the end of the fiscal year can be addressed at next month's meeting.

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

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

11) 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 the proposed salary increases that had been discussed and recommended by the Personnel Committee. Director Schaefer and

President Marx stated that this would be a one time increase, and the board would work on developing a formal plan for future performance reviews. Following discussion, the board requested that the director move forward with the recommended pay increases immediately, and the board will formalize the action at the February meeting.

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

12) Regular Calendar Business

None

13) Unfinished Business

- a) Discuss potential uses for multi-purpose program space and updates on renovation progress-
Director Schaefer gave the board a tour of the program area and discussed the possible need for a door of some sort to separate the space from the youth department. The current outlook is for the project to be bid in April, with construction starting in the summer, and completion in late 2026. Discussion on potential uses was deferred until next month's meeting.

14) New Business

None.

15) Closed Session

- a) Nick Haws made a motion to adjourn to Closed Session at 6:45 pm, pursuant to 5 ILCS 120/2(c)(21) for the review of closed session minutes from August 11, 2025 and September 8, 2025, seconded by Marcella Kitson. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
The motion was carried

16) Return to Open Session

- a) The board returned to Open Session at 6:52 pm, and Connor Self made a motion to approve closed session minutes from August 11, 2025 and September 8, 2025, seconded by Marcella Kitson. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Tracey Lawton: aye
Carol Linkowski: aye

Kevin Marx: aye
Connor Self: aye
The motion was carried

17) Adjournment

Tracey Lawton made a motion to adjourn the meeting, seconded by Connor Self. The meeting adjourned at 6:54 p.m.

Respectfully submitted,

Nikki Graff