

**Dixon Public Library
Board of Trustees Special Meeting
February 23, 2026 at 5:30 p.m.
Meeting Minutes**

1) Call to Order

Vice President Nick Haws called the meeting to order at 5:30 p.m.

2) Attendance Roll Call

Present: Library Director Kathleen Schaefer, Library Trustees Rachel Cocar, Nikki Graff, Nick Haws, Marcella Kitson, Tracey Lawton, and Carol Linkowski.

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

None

5) Approval of Regular Meeting Minutes from January 12, 2026

Tracey Lawton made a motion to approve the minutes from the January 12, 2026 Dixon Public Library Board of Trustees meeting, seconded by Marcella Kitson. A roll call vote was taken.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

6) Approval of Finance Committee Meeting Minutes from January 28, 2026

Marcella Kitson made a motion to approve the minutes from the January 28, 2026 Finance Committee Meeting, seconded by Tracey Lawton. A roll call vote was taken.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

7) Treasurer's Report

Carol Linkowski made a motion to approve the Trust Fund Bills and Expenditures for January 2026, including renewal of maturing CD #7650 at Sauk Valley Bank for 6 months at 3.59% and #2866 at Community State Bank for 9 months at 3.5%. Tracey Lawton seconded the motion. A roll call vote was taken.

Rachel Cocar: aye
Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Tracey Lawton: aye
Carol Linkowski: aye
The motion was carried.

8) Ratification of Library Invoices, Expenditures, and Financial Reports for January 2026

Director Schaefer shared that the Maintenance Supplies budget line has gone over, so that line and any other lines that may run over before the end of the fiscal year will be addressed at next month's meeting. She also pointed out some large expenditures in the Information Technology line that always come due at this point in the fiscal year, and mentioned that the library was now getting its copy paper from SBM who came in at a significantly lower cost than Staples.

Rachel Cocar made a motion to ratify Library Invoices, Expenditures, and Financial Reports for January 2026, seconded by Tracey Lawton. A roll call vote was taken.

Rachel Cocar: aye
Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Tracey Lawton: aye
Carol Linkowski: aye
The motion was carried.

9) Unfinished Business

- a) Formally approve staffing and payroll structure as presented at the January 12, 2026 board meeting-

Tracey Lawton made a motion to approve the staffing and payroll structure as presented at the January 12, 2026 board meeting, seconded by Marcella Kitson. A roll call vote was taken.

Rachel Cocar: aye
Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Tracey Lawton: aye
Carol Linkowski: aye
The motion was carried.

- b) Approve budget for FY 2027-

Director Schaefer went through each part of the budget for those present, including an explanation of the funds needed for the lower level remodeling project. The costs are expected to be 25% higher than when the project costs were originally estimated. The total amount in the Building Capital budget line for FY 2027 is \$684,315.00, which includes \$500,000 from reserves- minus \$25,685 already spent for lawyer fees and asbestos removal- and \$210,000 from the USDA.

Tracey Lawton made a motion to approve the budget for fiscal year 2027, seconded by Nikki Graff. A roll call vote was taken.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

10) Adjournment

Rachel Cocar made a motion to adjourn the meeting, seconded by Tracey Lawton. The meeting adjourned at 6:01 p.m.

Respectfully submitted,

Nikki Graff