

**Dixon Public Library
Board of Trustees Regular Meeting
March 9, 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 Terry Dunphy, Nikki Graff, Nick Haws, Marcella Kitson, Carol Linkowski, Kevin Marx, and Connor Self.

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

None

5) Approval of Special Meeting Minutes from February 23, 2026

Marcella Kitson made a motion to approve the minutes from the February 23, 2026 Dixon Public Library Board of Trustees Special Meeting, seconded by Nick Haws. A roll call vote was taken.

Terry Dunphy: abstain

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Carol Linkowski: aye

Kevin Marx: abstain

Connor Self: abstain

The motion was carried.

6) President's Report

President Marx welcomed Terry Dunphy back and thanked everyone who attended the special meeting in February.

7) Library Director's Report

Youth Librarian Channing Stoudt presented the board with some purchase ideas for the youth department to replace the old kitchen set and the computer table. She shared pictures of the new items being considered- a farmer's market stand, laundry set, new kitchen set, and a smaller computer table which would make some of the shelving more accessible. Director Schaefer shared that much of the cost would come from donations and leftover funds in the program budget. Next month she will bring numbers so that the board can take action on usage of trust funds for whatever costs still need to be covered.

Kathleen also shared information regarding the purchase of a new fire panel. Johnson controls came in far less expensive than ADS, so she will contact them about the cost of

a maintenance agreement plan.

She also shared that the director review is scheduled for April, so she will organize the Personnel Committee to meet in advance of the April board meeting.

8) Treasurer's Report

Carol Linkowski made a motion to approve the Trust Fund Bills and Expenditures for February 2026, including renewal of CD #4623 at First National Bank of Amboy for 5 months at 3.32%. Nick Haws seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

9) Ratification of Library Invoices, Expenditures, and Financial Reports for February 2026

Nick Haws made a motion to ratify Library Invoices, Expenditures, and Financial Reports for February 2026, seconded by Connor Self. A roll call vote was taken.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

10) Reports from Standing Committees

- i) Building & Grounds: none
- ii) Personnel & Salaries: none
- iii) By-laws, Policies & Procedures: none.
- iv) Technology & Technology Resources: none
- v) Finance & Budget: none

11) Regular Calendar Business

None

12) Unfinished Business

- a) Updates and discussion regarding the lower level design and construction- Director Schaefer shared the intent for the lower level program area- a flexible, open space; a street level entrance; and a programming area that won't disturb patrons in other parts of the building. She shared some updated drawings and planned purchases using Per Capita funds that need to be spent by the end of April, including chairs and chair dollies, flip up tables, and a TV and sound equipment. She will also

Speak to Johnson Controls about the possibility of purchasing and installing a new fire panel by the end of April in order to use Per Capita funds for the purchase.

13) New Business

- a) Consider and approve motion to amend the FY2025/2026 budget Maintenance Supplies line and Part-time Salaries line-
Nick Haws made a motion to amend the budget for fiscal year 2025-2026 by increasing expense line Maintenance Supplies by \$2500 and Part-time Salary by \$2500, and decreasing the expense line for Full-time Salaries by \$5000, all within the Library budget.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

14) Adjournment

Nick Haws made a motion to adjourn the meeting, seconded by Marcella Kitson. The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Nikki Graff