

**MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES  
PERSONNEL COMMITTEE**

---

**Tuesday, March 31, 2026**

**In attendance: Members** Nikki Graff, Terry Dunphy, Connor Self, and Kevin Marx.

**Absent: None**

**Meeting Location: TAD** Room, Lower-Level Dixon Public Library

**CALL TO ORDER**

President Marx called the meeting to order at 1:00pm.

**AUDIENCE PARTICIPATION**

**Citizens Present:** None

**Citizens' Comment:** None

**New Business:**

1. In preparation for an “annual performance review” of the Library Executive Director, the Committee reviewed and discussed sample evaluation forms. After discussion, the group chose to use the evaluation template which was created by the Committee in 2024.
2. The review will be scored as a group at the April 13 regular board meeting. Members will be encouraged to be prepared with at least at one relevant observation for each of the 3 “free form” questions on the review.
3. Connor volunteered to create a summary of the comments from the recent staff survey, and in addition, Kevin will inquire as to the City’s “strategy” for management compensation adjustments this year.

There being no other business, the meeting was adjourned at 1:20 pm.

Respectfully submitted,

Kevin Marx, secretary pro-tem