

**Dixon Public Library
Board of Trustees Regular Meeting
April 13, 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, Tracey Lawton, Carol Linkowski, and Kevin Marx.

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

None

5) Approval of Meeting Minutes from March 9, 2026

Nick Haws made a motion to approve the minutes from the March 9, 2026 Dixon Public Library Board of Trustees Meeting, seconded by Terry Dunphy. A roll call vote was taken.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

6) Approval of Meeting Minutes from March 23, 2026 Special Meeting

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

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

7) Approval of Meeting Minutes from March 31, 2026 Personnel Committee Meeting, as amended

Nick Haws made a motion to approve the minutes from the March 31, 2026 Dixon Public Library Board of Trustees Personnel 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
The motion was carried.

8) President's Report

Items from President Marx's report are covered in the regular agenda.

9) Library Director's Report

Director Schaefer gave formal recognition to Inez Vits, who applied for and received a grant from the regional library system to start a collection of "memory bags" made up of specialized materials for those in various stages of dementia. She is also working on a grant which would go toward upgrading the library's security system. Some of the security cameras will need to be addressed soon with or without the grant due to them no longer being supported. Director Schaefer finished her report by walking the board through the circulation stats.

10) Treasurer's Report

Nick Haws made a motion to approve the Trust Fund Bills and Expenditures for March 2026, 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
The motion was carried.

Terry Dunphy then made a motion to renew CD #2751 at Community State Bank for 9 months at 3.5%. Nick Haws seconded the motion. A roll call vote was taken.

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

11) Ratification of Library Invoices, Expenditures, and Financial Reports for March 2026

Following discussion, Nick Haws made a motion to ratify Library Invoices, Expenditures, and Financial Reports for March 2026, 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
The motion was carried.

12) 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

13) Regular Calendar Business

- a) Consider and possibly approve motion to offer non-resident cards and consider and set the non-resident fee-
Nick Haws made a motion for the Dixon Public Library to offer non-resident cards for \$93 per year during FY 2026/2027, seconded by Nikki Graff. A roll call vote was taken.

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

14) Unfinished Business

- a) Consider and possibly approve quote from Helm Electric to repair or replace leaking attic air conditioning unit-
Following discussion, Tracey Lawton made a motion to accept the proposal from Helm Electric to repair the attic air conditioning unit for \$8150. Carol Linkowski seconded the motion. A roll call vote was taken.

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

15) New Business

- a) Consider and approve motion to amend the FY2025/2026 budget Adult Library Materials line and Part-time Salaries line-

Following discussion, Nick Haws made a motion to amend the budget for fiscal year 2025-2026 by increasing expense line Adult Library Materials by \$2000 and Part-time Salaries by \$2000, and decreasing the expense line for Full-time Salaries by \$4000. A roll call vote was taken.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

16) Executive Session

Nick Haws made a motion to adjourn the regular session and enter executive session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act, seconded by Terry Dunphy. The regular session adjourned at 6:19 p.m.

17) Adjournment

After returning to regular session, Carol Linkowski made a motion to adjourn the meeting, seconded by Tracey Lawton. Meeting adjourned at 7:07 p.m.

Respectfully submitted,

Nikki Graff