

**Dixon Public Library
Board of Trustees Regular Meeting
May 11, 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 Rachel Cocar, 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 Meeting Minutes from April 13, 2026

Nick Haws made a motion to approve the minutes from the April 13, 2026 Dixon Public Library Board of Trustees Meeting, seconded by Connor Self. A roll call vote was taken.

Rachel Cocar: aye

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.

President Marx reminded the Board that Executive Session minutes will be reviewed every six months.

6) President's Report

President Marx informed the Board that the service period for Board Members ends in June each year, and this year Rachel Cocar and Terry Dunphy have chosen to step down at the end of their terms. Rachel stated that it has been an honor to serve on the Library Board, and Terry said that she loved every minute of her time on the Board.

7) Library Director's Report

Director Schaefer directed the Board to her written report and then shared several additional items. The Board agreed to her request to amend per capita funds to cover HVAC repairs so as to protect the Maintenance Repairs budget line. She also shared plans to host an open house at the library in mid-July to showcase the America 250 art exhibition as well as to reveal the newly restored map. She mentioned to the Board that it seemed like someone had been stealing toilet paper from the library bathrooms, and perhaps adding items like that to the Mini Food Center would be a good idea. Summer Reading Program sign-up has begun, including programs for teens and adults. She is

also considering new ways to present circulation stats in the board packets, and some possible ideas for employee recognition.

8) Treasurer's Report

Connor Self made a motion to approve the Trust Fund Bills and Expenditures for April 2026, including renewing maturing CD #4389 at Sauk Valley Bank for 12 months at 3.45%, seconded by Rachel Cocar. A roll call vote was taken.

Rachel Cocar: aye
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 April 2026

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

Rachel Cocar: aye
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) Nick Haws made a motion to enter into 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 Marcella Kitson. A roll call vote was taken.

Rachel Cocar: aye
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.

13) New Business

- a) Consider and approve motion to act upon the recommendation from the Personnel and Salaries Committee regarding Library Director compensation-

Following discussion, Rachel Cocar made a motion to approve a 5% salary increase for the Library Director according to the recommendation from the Personnel and Salaries Committee, seconded by Connor Self. A roll call vote was taken.

Rachel Cocar: aye
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.

- b) Consider and approve motion to amend the FY2025/2026 budget Pension line-

Connor Self made a motion to amend the budget for fiscal year 2025-2026 by increasing the expense line 15-410-5230 Pension by \$6000 and decreasing the expense line 15-410-5110 Full-time Salaries by \$6000, all within the Library budget, seconded by Nick Haws. A roll call vote was taken.

Rachel Cocar: aye
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

Marcella Kitson made a motion to adjourn the meeting, seconded by Nick Haws. Meeting adjourned at 6:28 p.m.

Respectfully submitted,

Nikki Graff