

**Dixon Public Library
Board of Trustees Regular Meeting
June 8, 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, Nikki Graff, Nick Haws, Marcella Kitson, Carol Linkowski, and Kevin Marx.

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

Trustee Carol Linkowski delivered greetings from former Library Director Antony Deter.

5) Approval of Meeting Minutes from May 11, 2026

Marcella Kitson made a motion to approve the minutes from the May 11, 2026 Dixon Public Library Board of Trustees Meeting, seconded by Nick Haws. A roll call vote was taken.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

6) Approval of Personnel Committee Meeting Minutes from May 11, 2026

Nick Haws made a motion to approve the minutes from the May 11, 2026 Dixon Public Library Personnel Committee Meeting, seconded by Nikki Graff. A roll call vote was taken.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

7) Approval of By-laws, Policies, and Procedures Committee Meeting Minutes from May 26, 2026

Nick Haws made a motion to approve the minutes from the May 26, 2026 Dixon Public Library By-laws, Policies, and Procedures Committee Meeting, seconded by Marcella Kitson. A roll call vote was taken.

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

8) President's Report

President Marx offered congratulations to Tracey Lawton on her retirement from teaching. He also said that new board member selection would likely not be finalized in time for the July meeting.

9) Library Director's Report

Director Schaefer walked through her written report and gave updates. The America 250 Art Exhibition and Open House is still scheduled for July 20th despite a glitch with The Next Picture Show. Helm is currently working on the AC Unit. She went through circulations statistics and explained the new format. May was slow for programs due to gearing up for Summer Reading Program. She also presented the final numbers for last fiscal year and showed the board the 2025-2026 IPLAR Reports.

10) Treasurer's Report

a) Nick Haws made a motion to approve the Trust Fund Bills and Expenditures for May 2026, seconded by Rachel Cocar. A roll call vote was taken.

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

Nick Haws made a motion to roll over maturing CD #2641 at Community State Bank for 9 months at 3.5%, seconded by Rachel Cocar. A roll call vote was taken.

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

b) Marcella Kitson made a motion to approve the recommendation on the proposed investment policy from the By-laws, Policies, and Procedures Committee, seconded by Rachel Cocar. A roll call vote was taken.

Rachel Cocar: aye
Nikki Graff: aye
Nick Haws: aye

Marcella Kitson: aye
Carol Linkowski: aye
Kevin Marx: aye
The motion was carried.

- c) President Marx presented the possibility of revising the CD investment allocation plan, and upon further discussion it was decided that this would be something for the Finance Committee to meet and consider.

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

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

Rachel Cocar: aye
Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: 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

President Marx announced the creation of an Officer Nominating Committee made up of Carol Linkowski, Nikki Graff, and Kevin Marx. The committee will present a ballot at the July meeting so that the board can vote for officers for the coming year.

14) Unfinished Business

None

15) New Business

- a) Consider and possibly approve motion to increase amount of surety bond-

Director Schaefer explained to the board that, while filling out the IPLAR report, she realized that the library's surety bond does not currently meet the IL Statutes requirement (75 ILCS 5/4-9) that the bond be "not less than 10% of the total funds received by the library in the last fiscal year." Following discussion, Marcella Kitson made a motion to increase the surety bond from \$50,000 to \$85,000, seconded by Nick Haws.

Rachel Cocar: aye
Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Carol Linkowski: aye

Kevin Marx: aye
The motion was carried.

- b) Consider and possibly approve amended DPL Closed Session Minutes Recording, Approval, and Retention Guidelines-

The City Clerk presented suggestions for improvement of the library board's closed session minutes. The board reviewed the suggestions and agreed by consensus that the tool as presented by the City Clerk would be used going forward.

16) Adjournment

Marcella Kitson made a motion to adjourn the meeting, seconded by Nick Haws. Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Nikki Graff