

**Dixon Public Library
Board of Trustees Regular Meeting
July 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 Nikki Graff, Nick Haws, Tracey Lawton, Carol Linkowski, Kevin Marx, Mali Mills, and Leah Stach.

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

None

5) Oath of Office for incoming Board Trustees

Dixon Mayor Glen Hughes was present to administer the Oath of Office to new Board Trustees Leah Stach and Mali Mills.

6) Approval of Regular Meeting Minutes from June 8, 2026

Nick Haws made a motion to approve the minutes from the June 8, 2026 Dixon Public Library Board of Trustees meeting, seconded by Tracey Lawton. A roll call vote was taken.

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Mali Mills: aye

Leah Stach: aye

The motion was carried.

7) President's Report

President Marx offered congratulations to Tracey Lawton on her retirement from teaching, and he welcomed the new board members and thanked them for their willingness to serve.

8) Library Director's Report

Director Schaefer directed attention to her written report and shared some additional information. She showed the board the framed copies of the map of Dixon found in the vault and the print from Bob Logsdon which will be unveiled at the America 250 Open House. She shared that she had received her first FOIA request, and the city was able to help her respond as needed. An invoice was finally received for the delivery of the Chicago Tribune. She received word that Willett Hoffman & Associates was planning a drawing review meeting around August 6 so that they would have an update on the renovation in time for the August board meeting. She then walked the board through the circulation stats and gave some extra context for the benefit of the new board members.

9) Treasurer's Report

- a) Tracey Lawton made a motion to approve the Trust Fund Bills and Expenditures for June 2026, seconded by Nick Haws. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Mali Mills: aye
Leah Stach: aye
The motion was carried.

Nick Haws made a motion to renew maturing CD #2653 at Community State Bank for 18 months at 3.85%, seconded by Nikki Graff. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Mali Mills: aye
Leah Stach: aye
The motion was carried.

10) Ratification of Library Invoices, Expenditures, and Financial Reports for June 2026

- Tracey Lawton made a motion to ratify Library Invoices, Expenditures, and Financial Reports for June 2026, seconded by Nick Haws. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Mali Mills: aye
Leah Stach: aye
The motion was carried.

11) 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

12) Regular Calendar Business

- a) Election of new officers for 2026-2027-
Ballots as proposed by the Officer Nominating Committee were distributed for the election of Board Officers. Votes were cast and tallied. DPL Board Officers for 2026-2027 are as follows:

President: Nick Haws
Vice-President: Kevin Marx
Secretary: Nikki Graff
Treasurer: Marcella Kitson

- b) Review of current committee appointments and future interest-
Nick Haws presented the board with a document on which they could list their first and second preferences for committee appointments. These documents will be reviewed, and committee appointments will be presented at the August meeting.

13) Unfinished Business

None

14) New Business

- a) Consider and possibly approve half day library closure on September 24th for staff development training-

Director Schaefer explained that the library would be open from 9 am to noon and then close to the public, and from 1-5 pm there would be an opportunity for the entire staff to receive training from a library presenter regarding customer service, as well as a review of the emergency plan and a presentation from the fire department. Carol Linkowski made a motion to approve closing the library at 12 pm on Thursday, September 24th for staff training, seconded by Mali Mills. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Mali Mills: aye
Leah Stach: aye
The motion was carried.

15) Closed Session

Nick Haws made a motion to adjourn to Closed Session pursuant to 5 ILCS 120/2(c)(21) for the review of closed session minutes, seconded by Nikki Graff. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Mali Mills: aye
Leah Stach: aye
The motion was carried. The board adjourned to closed session at 6:17 pm.

16) Return to Open Session

The board returned to Open Session at 6:34 pm.

- a) Approve closed session minutes-
Nick Haws made a motion to approve the minutes from June 10, 2024; September 9,

2024; January 12, 2026; April 13, 2026; and May 11, 2026- including the change in wording from “the Board decided to offer” to “the Board discussed offering” in the May 11, 2026 minutes, seconded by Tracey Lawton. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Mali Mills: aye
Leah Stach: aye
The motion was carried.

- b)** Approve confidentiality recommendations on previous closed session minutes-
Due to the Board conducting its periodic review of executive session minutes on July 13, 2026 and determining that the need for confidentiality no longer exists, Nick Haws made a motion that the executive session minutes for January 12, 2026; April 13, 2026; and May 11, 2026 be released, seconded by Tracey Lawton. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Mali Mills: aye
Leah Stach: aye
The motion was carried.

Due to the Board conducting its periodic review of executive session minutes on July 13, 2026 and determining that the need for confidentiality still exists, Nick Haws made a motion that the executive session minutes from June 10, 2024; September 9, 2024; August 11, 2025; and September 8, 2025 remain confidential and not be released at this time, seconded by Carol Linkowski. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Mali Mills: aye
Leah Stach: aye
The motion was carried.

17) Adjournment

Carol Linkowski made a motion to adjourn the meeting, seconded by Nick Haws. The meeting adjourned at 6:41 pm.

Respectfully submitted,

Nikki Graff