

**Dixon Public Library
Board of Trustees Regular Meeting
August 10, 2026 at 5:30 p.m.
Meeting Minutes**

1) Call to Order

President Nick Haws 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, Marcella Kitson, Tracey Lawton, Kevin Marx, and Leah Stach.

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

Kevin Marx praised the America 250 Art Exhibition and Open House held on July 20 at the library, and he thanked Director Schaefer for a job well done.

5) Oath of Office for returning Board Trustee

Dixon Mayor Glen Hughes was present to administer the Oath of Office to returning Board Trustee Marcella Kitson.

6) Overview of renovation plans for new program area from Willett, Hofmann and Associates

Tom Houck and Eryn Perlman from Willett, Hofmann and Associates (WHA) were present to share drawings and update the board on the status of the renovation. They said the work was nearly ready to send to the USDA to be reviewed, which would be followed by advertising for bids. Discussion ensued regarding potential cost increases, and the representatives from WHA stated that they could create alternate bid options to account for those possible increases. It was decided to wait to submit the work to the USDA until after the September board meeting so that the board can approve estimated costs and possibly allow the Finance Committee time to meet.

7) Approval of Regular Meeting Minutes from July 13, 2026

Kevin Marx made a motion to approve the minutes from the July 13, 2026 Dixon Public Library Board of Trustees meeting, seconded by Tracey Lawton. A roll call vote was taken.

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Leah Stach: aye

The motion was carried.

8) President's Report

President Haws didn't have anything additional to report at this time.

9) Library Director's Report

Director Schaefer shared that Kathryn Esgar had transcribed the hand-written minutes of an early Dixon Public Library Board meeting from February 21, 1918, and she passed out copies for the board members to peruse. She also pointed out that there was a 25% increase in program attendance from 2025 to 2026.

10) Treasurer's Report

- a) Kevin Marx made a motion to approve the Trust Fund Bills and Expenditures for July 2026, including renewing maturing CD #7650 at Sauk Valley Bank for 6 months at 3.59%, seconded by Marcella Kitson. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Tracey Lawton: aye
Kevin Marx: aye
Leah Stach: aye
The motion was carried.

Tracey Lawton made a motion to renew maturing CD #5534 at First National Bank of Amboy for 5 months at 3.32% and to hold off on taking action on CD #4692 at Sauk Valley Bank until September. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Tracey Lawton: aye
Kevin Marx: aye
Leah Stach: aye
The motion was carried.

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

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

Nikki Graff: aye
Nick Haws: aye
Marcella Kitson: aye
Tracey Lawton: aye
Kevin Marx: aye
Leah Stach: 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) Assignment of members to committees-

Board members were assigned to the following committees for 2026-2027:

Building and Grounds: Nick Haws, Tracey Lawton, Mali Mills

Personnel and Salaries: Nikki Graff, Leah Stach, Carol Linkowski

By-laws, Policies & Procedures: Kevin Marx, Carol Linkowski, Nikki Graff

Technology & Technology Resources: Leah Stach, Connor Self, Nick Haws

Finance & Budget: Kevin Marx, Marcella Kitson, Mali Mills, Connor Self

14) Unfinished Business

None

15) New Business

a) Discussion and possible approval of design plans for the new program area renovation-

Item tabled until the September 2026 meeting due to not having estimated costs available at this time.

b) Consider and approve motion to amend the FY2026/2027 budget revenue line "State Grants" and expense line "Library Purchases"-

Tracey Lawton made a motion to increase the budgeted amount for revenue line 15-001-4350 State Grants by \$2966 to total \$25,966 and increase the budgeted amount for expense line 15-411-5430 Library Purchases by \$2966 to total \$25,966, seconded by Nikki Graff. A roll call vote was taken.

Nikki Graff: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Kevin Marx: aye

Leah Stach: aye

The motion was carried.

c) Discuss and possibly approve the Memorandum of Understanding with the Illinois State Library to establish a Court-Library Access Center at Dixon Public Library-

Item tabled until the September 2026 meeting to give Director Schaefer a chance to find and communicate with comparable libraries taking part to get their input.

16) Closed Session

Item tabled until September 2026 meeting.

17) Adjournment

Tracey Lawton made a motion to adjourn the meeting, seconded by Leah Stach. The meeting adjourned at 6:35 pm.

Respectfully submitted,

Nikki Graff